

learning
equals
development

EQV Course Outline



■ Adobe Acrobat Introduction

■ 1 Day

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Adobe Acrobat Introduction (1 Days)

Business Benefit

Creating PDF files for easy file transfer is key, in this electronic age and Adobe Acrobat is the product to use to do this.

Who Should Attend?

Those who need to create and amend PDF documents

Learning Objectives

*By the end of this course
you will be able to...*

- Design documents for online viewing
- Create a PDF
- Describe a document review cycle
- Create a form
- Manage compression settings

Course Content

- Introducing Adobe Acrobat
- Creating PDF's from Authoring Applications
- Navigating PDF Documents
- Bookmarks
- Pages
- Stamps
- Using Acrobat in a Document Review Cycle
- Creating Forms
- Digital Signatures
- PDF Security
- About compression & re-sampling

2011
Jul 04
Aug 02
Sep 02
Oct 04
Nov 02
Nov 30

2012
Jan 03
Feb 28
Apr 03
May 29
Jul 02
Jul 31
Aug 28
Sep 25
Oct 23
Nov 21

You may also be interested in

Acrobat Intermediate / Advanced

Training Locations

Leicester, Sheffield, Liverpool, Manchester, Basingstoke, London

Price:
£165
per person

The EQV Promise

We ensure that our courses are well received and are delivered by trainers that have actual commercial competency in their chosen subject.

Not only is this essential for our accreditation purposes but it ensures that the trainers will be able to include relevant experiences they themselves have learnt from. This generates appropriate engagement and empathy in the training environment.

When the course is completed we will report back to you about how the training has been received and can indeed evaluate the training right from start to finish after the skills transfer period. This information can come from your account manager who is your main point of contact at all times.

The EQV Experience

Our training courses take the attendee on a journey of learning and development. Throughout the course everyone is engaged in a stimulating and participative way.

Our courses are designed to encompass many different kind of learning activities making sure they appeal to different natural styles of learning that individuals have.

Activities may include a selection of syndicate work, discussion, pair work, case studies, games, role play, quizzes and presentations.

During the event an individual works on their own implementation plan so that they have a clear plan of how they are going to support their own skills transfer back in the workplace. Whilst it is important for the attendees to enjoy the workshop we want to ensure they apply as much as possible back in the workplace.

Our Training Centre

Set in the heart of beautiful rolling Leicestershire countryside, our idyllic training facilities not only provide attendees with the perfect environment to concentrate on their individual learning experience but also provide the practicality of ample parking and fully designed and equipped training rooms.

You will be greeted upon arrival by our training co-ordinator who is your point of contact throughout the day should have any specific queries.

A delicious buffet lunch is provided, catering for a variety of dietary needs.

What Delegates Say about this course

"Easy to follow & Stay focused"

"100%"

