

Adobe Acrobat Business Solutions

Adobe Acrobat for Microsoft Office Users

This one day, hands-on course focuses on the creation of Adobe PDF documents from Microsoft Office applications. This course will provide Microsoft Office users with the skills necessary to create PDF documents as well as showing how the features of Office applications can be used to add bookmarks, notes and links in PDFs. The application of security, creating presentations and editing PDF documents is also covered.

Topics covered in this course:

Introduction

- What is Adobe Acrobat?
- What is Adobe PDF?

Creating PDF Documents from Office Applications

- Understanding PDF Settings
- Using Adobe PDFMaker
 - Word
 - Excel
 - PowerPoint
 - Internet Explorer
 - Outlook

Manipulating PDF Documents

- Using Adobe Acrobat Tools
- Manipulating Pages
- Editing PDF Documents
- Creating Bookmarks & Links
- Searching
- Adding Watermarks and Backgrounds

Reviewing Documents

- Using Comment and Markup Tools
- Setting Comment and Markup Properties
- Email Review
- Summarising Comments

PDF Security

- Applying Password Security
- Setting Document Permissions

Creating Presentations

- Specifying Initial Views
- Using PDF Documents in Full Screen View
- Adding and Controlling Transitions
- Adding Multimedia content

Course Information

Course Prerequisites

Before taking this course, students should be familiar with the basic functions of their computer's operating system and have a basic knowledge of Microsoft Office applications.

Software

This course uses Adobe Acrobat Professional 7.0 and -

- Microsoft Word
- Microsoft Excel
- Microsoft PowerPoint
- Microsoft Outlook
- Microsoft Internet Explorer

Additional Prerequisites

All courses can be run on Windows and Macintosh platforms at Tidalfire's premises or on-site. Where there are operating system dependencies these are indicated in the factsheet.

Course Duration

1 Day

Acrobat Related Courses

- Adobe Acrobat for Microsoft Office Users
- How to Add Comments and Mark-ups to your PDF Documents
- Adding Security to Adobe PDF Documents
- Creating Accessible Adobe PDF Documents
- Creating PDF eForms with Adobe Acrobat
- Creating Interactive PDF Documents
- Creating PDF eNewsletters
- Working with PDF Document Collections