Adobe Acrobat Training

Learn to work with Adobe Acrobat to convert documents into PDFs, manipulate, merge, arrange, share, and protect PDF files. Convert electronic files and scanned paper documents into a standard PDF format.

Group classes in Live Online and onsite training is available for this course. For more information, email corporate@nobledesktop.com or visit: https://www.nobledesktop.com/classes/adobe-acrobat-class-nyc

hello@nobledesktop.com • (212) 226-4149

Course Outline

Getting Started
- How to install Adobe Acrobat DC
- How to launch Adobe Acrobat DC
- How to navigate the workspace

Creating PDFs
- How to create a PDF from an image
- How to create a PDF from a scanner
- How to create a form
- How to combine files into a single PDF

Editing PDFs
- How to edit text in a PDF
- How to add images to a PDF
- How to delete pages from a PDF
- How to organize pages in a PDF
- How to add bookmarks to a PDF

Reviewing, Security, and Signing
- How to use the comment tools
- How to add a password to a PDF
- How to digitally sign a PDF
- How to redact a PDF

Exporting and Sharing
- How to export a PDF to Microsoft Word
- How to export a PDF to Excel

- How to share a PDF via email