



ADOBE TRAINING

Adobe Acrobat Dc Training Certification Course

Master Adobe Acrobat DC to create, edit, and manage professional PDFs. Gain certified skills to streamline document workflows efficiently.

DURATION

Flexible

LEVEL

Intermediate

FORMAT

Instructor-Led

- Globally Recognized Certification

- Expert-Led Hands-On Training

- Flexible Scheduling

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COURSE OVERVIEW

This Adobe Acrobat DC Training Certification Course is meticulously designed to transform your document management capabilities, equipping you with the essential skills to master the world's leading PDF solution. You will delve deep into creating, editing, organizing, and securing professional PDF documents, learning to leverage Adobe Acrobat DC's powerful suite of tools for enhanced productivity and collaboration. The course covers everything from fundamental PDF creation to advanced features like interactive forms, document security, and review workflows, ensuring you can efficiently manage all your digital document needs with confidence and precision.

Upon completion, you'll not only be proficient in navigating and utilizing Adobe Acrobat DC but also understand how to optimize your document processes, reduce paper waste, and streamline workflows within any organization. This certification will significantly boost your professional value by demonstrating your expertise in a critical business application, enabling you to produce high-quality, accessible, and secure documents that meet industry standards. Elevate your professional toolkit and become an indispensable asset in any role requiring robust document management.

Level	Intermediate
Vendor	Adobe

COURSE CURRICULUM

01 Module 1: Getting Started with Adobe Acrobat DC & PDF Fundamentals

- Understanding the PDF Format and its advantages
- Navigating the Adobe Acrobat DC Interface
- Customizing toolbars and workspaces
- Opening, viewing, and searching PDF documents
- Comparing and combining multiple PDF files

02 Module 2: Creating & Editing PDF Documents

- Converting various file formats to PDF (Word, Excel, PowerPoint, Web Pages)
- Scanning paper documents to editable PDFs
- Basic text and image editing within PDFs
- Reordering, rotating, and deleting pages
- Optimizing PDF file sizes for distribution

03 Module 3: Enhancing & Securing PDF Content

- Adding headers, footers, and watermarks
- Applying Bates numbering for legal and archival purposes
- Using redaction tools to remove sensitive information
- Setting security permissions and password protection
- Applying digital signatures and certifications

04 Module 4: Collaboration, Review & Accessibility

- Utilizing commenting and markup tools
- Initiating shared reviews and tracking feedback
- Exporting comments and consolidating feedback
- Creating accessible PDFs (WCAG compliance basics)
- Running accessibility checks and fixing issues

Module 5: Working with PDF Forms

- 05**
- Creating interactive PDF forms from scratch or existing documents
 - Adding form fields (text boxes, checkboxes, radio buttons, dropdowns)
 - Setting field properties and calculations
 - Distributing forms and collecting responses
 - Exporting form data for analysis

06 **Module 6: Advanced Features & Integration**

- Working with portfolios and rich media
- Creating and managing PDF actions (wizards)
- Integrating with cloud storage and document management systems
- Troubleshooting common PDF issues
- Best practices for professional PDF workflows

CAREER PATHWAYS

Graduates of this program are prepared for the following roles:

- > **Document Controller/Administrator**
- > **Business Process Analyst**
- > **Marketing and Communications Specialist**

FREQUENTLY ASKED QUESTIONS

Q: What prior experience with Adobe products or document management is recommended before enrolling in this Adobe Acrobat DC Training Certification Course?

This intermediate-level course assumes a basic familiarity with Windows or macOS operating systems and general file management. While no prior experience with Adobe products is strictly required, a foundational understanding of document creation software like Microsoft Word or Google Docs will be beneficial, as it helps in grasping the concepts of converting and editing various document types within Acrobat DC.

Q: How will mastering Adobe Acrobat DC enhance my productivity and collaboration in a remote or hybrid work environment?

Mastering Adobe Acrobat DC through this course will significantly boost your productivity by streamlining document creation, editing, and organization, crucial for remote work. You'll learn to efficiently create interactive forms for data collection, secure sensitive information with redaction and password protection, and facilitate seamless collaboration through shared reviews and comment tracking, all of which are essential for effective communication and workflow in distributed teams.

Q: Can I learn to create complex, interactive forms for surveys or data collection using Adobe Acrobat DC through this training?

Yes, a dedicated module in this training focuses specifically on creating and managing interactive PDF forms. You will learn how to design forms from scratch or convert existing documents, add various field types (text, checkboxes, dropdowns), set up calculations, and even distribute these forms to collect and export data efficiently. This skill is invaluable for survey creation, application forms, and general data gathering.

ABOUT COMPUTER PRIDE



East Africa's Premier IT Training Center

With over 15 years of excellence, Computer Pride delivers globally recognized certification programs from leading technology vendors. Located on Kenyatta Avenue in Nairobi's CBD, our state-of-the-art facilities and expert instructors have empowered thousands of professionals across East Africa.

15+

Years of Excellence

10,000+

Professionals Trained

50+

Vendor Certifications

READY TO ENROL?

Take the next step in your technology career.

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