INCREASE EFFICIENCY AND PRODUCTIVITY WITH ADOBE ACROBAT TOOLS, CERTIFICATE OF COMPLETION

Requirements

In this electronic age, it is more necessary to learn how to digitalize documents in the workplace. This certificate uses Adobe Acrobat Professional to create PDF (portable document file) formats for all types of documents so they can be globally acceptable without the need of compatible software applications, languages or computer hardware. PDFs can be viewed on anything and everything from smart phones, to tablets and computers. This certificate includes the basics of working with PDFs: how to create, combine, edit, export, review, annotate, comment, and share documents.

Code	Title	Units
GDPW NC021	Learn Adobe Acrobat Tools	0
GDPW NC022	Apply Adobe Acrobat Tools	0

Learning outcomes

1. Convert web pages, images, scanned documents, and photos to PDF
2. Combine multiple PDFs into a single file or an integrated portfolio
3. Create interactive PDF form
4. Archive, share and distribute PDF files