

Adobe Acrobat

Price: 595

Duration: 1 days

Delivery Methods: Virtual

Overview

In this one-day course, attendees will learn how to convert documents into Adobe Portable Document Format (PDF) using Adobe Acrobat. All of the fundamentals of Acrobat's cross-platform capabilities to distribute documents efficiently without sacrificing the original design will be fully addressed. The student will gain a thorough proficiency in using notes, incorporating text, graphics, movies, creating design forms, as well as learning the functions to link them flawlessly to the Internet. This course is focused on providing a high competence level of understanding of the menu and tools in Acrobat and to be able to use this software package with confidence and precision.

Course Schedule

Date	Time	Price	Options
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For questions

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FAQ

What if I have to reschedule my class due to conflict?

Ten (10) business days' notice is required to reschedule a class with no additional fees. Notify TOPTALENT LEARNING as soon as possible at 469-721-6100 or by written notification to info@toptalentlearning.com to avoid rescheduling penalties.

How do I enroll for this class?

Please contact our team at 469-721-6100; we will gladly guide you through the online purchasing process.

What happens once I purchase a class?

You will receive a receipt and an enrollment confirmation sent to the email you submitted at purchase. Your enrollment email will have instructions on how to access the class. Any additional questions our team is here to support you. Please call us at 469-721-6100.

What is your late policy?

If a student is 15 minutes late, they risk losing their seat to a standby student. If a student is 30 minutes late or more, they will need to reschedule. A no-show fee will apply. Retakes are enrolled on a stand-by basis. The student must supply previously issued courseware. Additional fees may apply.

What happens when I finish my class?

You will receive a 'Certificate of Completion' once you complete the class. If you purchased an exam voucher for the class, a team member from TOPTALENT LEARNING will reach out to discuss your readiness for the voucher and make arrangements to send it.