

# Adobe Acrobat Training

Use Acrobat to turn documents into PDFs and perform various functions. Learn to manipulate, merge, arrange, share, and protect your PDF files in Adobe Acrobat. Convert electronic files, paper documents, or web files into a standard and universally acceptable PDF format.

Group classes in Live Online and onsite training is available for this course. For more information, email [hello@nobledesktop.com](mailto:hello@nobledesktop.com) or visit: <https://www.nobledesktop.com/classes/adobe-acrobat-class-nyc>



[hello@nobledesktop.com](mailto: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