

Adobe InDesign CC – Level 1

Duration: 1 day

Overview:

Giving your documents a well-designed, professional look will put you a step ahead in the marketplace cluttered with all kinds of communications. Paragraph and character styles that allow you to format pages of text uniformly, layout features that help you to build alternate size configurations of your document, and various panels that enable you to easily customise both text and graphics.; Adobe® InDesign® CC has all the tools you need to elevate the look of your document and get it out to the people who need to see it, whether it be in print or on the web. This course covers the Print & Digital Media Publication Using Adobe InDesign CC Objectives to help students prepare for the Adobe Certified Associate(ACA) exam. This course is also Designed to cover the Adobe Certified Expert(ACE) exam objectives.

Pre-requisites:

To ensure your success in this course, you should be familiar with the functions of your computer's operating system such as creating folders, launching programs, copying and pasting objects, formatting text, retrieving files and saving files.

Target Audience:

This course is intended for students who want to use the basic tools and features of InDesign for creating professional page layouts and designs.

Module 1: Getting Started with InDesign

- Identify components of the InDesign Interface
- Customise the InDesign Interface
- Apply the navigation controls and set preferences

Module 2: Designing a Document

- Establish Project Requirements
- Apply Design Principles
- Create a new document
- Add text to a document
- Add graphics to a document

Module 3: Customising a Document

- Format Characters and Paragraphs
- Apply colours, swatches and gradients
- Create and apply styles

Module 4: Working with Page Elements

- Arrange and Align Objects
- Apply Layers
- Transform and Manipulate Objects
- Thread text frames
- Edit Text

Module 5: Building tables

- Create and modify a new table
- Format a table

Module 6: Preparing a Document for Delivery

- Resolve errors in a Document
- Export Files for printing and for the web.

Appendix:

- Appendix A: Print & Digital Media Publication Using Adobe InDesign CC Certification Exam Objectives
- Appendix B: Adobe Certified Expert InDesign CC Exam Mapping
- Appendix C: New Features in Adobe InDesign CC
- Appendix D: Productivity Enhancements

At Course completion:

Upon successful completion of this course, students will be able to navigate the Indesign Interface, create a new document, customise a document using colour, swatches, gradients, and styles, manage page elements, add tables and prepare documents for deployment.