Adobe InDesign CC: Part 1

Course Duration: 1 Day

Course Description:
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 customize 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.

Course Objectives:
Upon successful completion of this course, you will be able to:

- Navigate the InDesign interface

- Create a new document

- Customize a document using color, swatches, gradients, and styles

- Manage page elements

- Add tables

- Prepare documents for deployment

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

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

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Course Content

Lesson 1: Getting Started with InDesign
Topic A: Identify Components of the InDesign Interface
Topic B: Customise the InDesign Interface
Topic C: Apply the Navigation Controls and Set Preferences

Lesson 2: Designing a Document
Topic A: Establish Project Requirements
Topic B: Apply Design Principles
Topic C: Create a New Document
Topic D: Add Text to a Document
Topic E: Add Graphics to a Document

Lesson 3: Customising a Document
Topic A: Format Characters and Paragraphs
Topic B: Apply Colours, Swatches and Gradients
Topic C: Create and Apply Styles

Lesson 4: Working with Page Elements
Topic A: Arrange and Align Objects
Topic B: Apply Layers
Topic C: Transform and Manipulate Objects
Topic D: Thread Text Frames
Topic E: Edit Text

Lesson 5: Building Tables
Topic A: Create and Modify a New Table
Topic B: Format a Table

Lesson 6: Preparing a Document for Delivery
Topic A: Resolve Errors in a Document
Topic B: Export Files for Printing and for the Web