

uCertify

Course Outline

Adobe® InDesign® (2020)



Lesson



Practice test



Lab



Live-Lab

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1. Course Objective

Gain the skills required to pass the Adobe InDesign certification exam with the Adobe InDesign course and lab. The lab can be mapped to any course, textbook, or training, therefore, adding value and a hands-on component to training. The Adobe InDesign tutorial completely covers the Adobe InDesign exam objectives and provides expertise in navigating and organizing InDesign to create documents with both text and graphics. After completing this Adobe InDesign training course the students will be able to analyze and work with documents built by others.

2. Pre-Assessment

Pre-Assessment lets you identify the areas for improvement before you start your prep. It determines what students know about a topic before it is taught and identifies areas for improvement with question assessment before beginning the course.

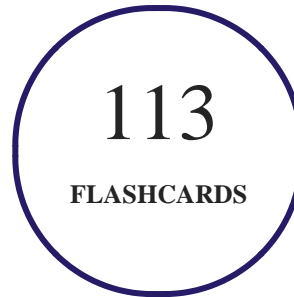
3. Quizzes

Quizzes test your knowledge on the topics of the exam when you go through the course material. There is no limit to the number of times you can attempt it.

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QUIZZES

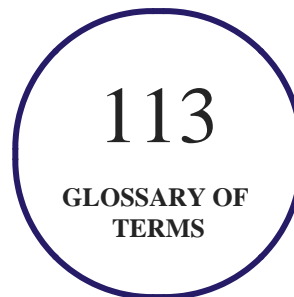
4. Flashcards

Flashcards are effective memory-aiding tools that help you learn complex topics easily. The flashcard will help you in memorizing definitions, terminologies, key concepts, and more. There is no limit to the number of times learners can attempt these. Flashcards help master the key concepts.



5. Glossary of terms

uCertify provides detailed explanations of concepts relevant to the course through Glossary. It contains a list of frequently used terminologies along with its detailed explanation. Glossary defines the key terms.



6. Expert Instructor-Led Training

uCertify uses the content from the finest publishers and only the IT industry's finest instructors. They have a minimum of 15 years real-world experience and are subject matter experts in their fields. Unlike a live class, you can study at your own pace. This creates a personal learning experience and gives you all the benefit of hands-on training with the flexibility of doing it around your schedule 24/7.

7. ADA Compliant & JAWS Compatible Platform

uCertify course and labs are ADA (Americans with Disability Act) compliant. It is now more accessible to students with features such as:

- Change the font, size, and color of the content of the course
- Text-to-speech, reads the text into spoken words
- Interactive videos, how-tos videos come with transcripts and voice-over
- Interactive transcripts, each word is clickable. Students can clip a specific part of the video by clicking on a word or a portion of the text.

JAWS (Job Access with Speech) is a computer screen reader program for Microsoft Windows that reads the screen either with a text-to-speech output or by a Refreshable Braille display. Student can easily navigate uCertify course using JAWS shortcut keys.

8. State of the Art Educator Tools

uCertify knows the importance of instructors and provide tools to help them do their job effectively. Instructors are able to clone and customize course. Do ability grouping. Create sections. Design grade scale and grade formula. Create and schedule assessments. Educators can also move a student from self-paced to mentor-guided to instructor-led mode in three clicks.

9. Award Winning Learning Platform (LMS)

uCertify has developed an award winning, highly interactive yet simple to use platform. The SIIA CODiE Awards is the only peer-reviewed program to showcase business and education technology's finest products and services. Since 1986, thousands of products, services and solutions have been recognized for achieving excellence. uCertify has won CODiE awards consecutively for last 7 years:

- 2014

1. Best Postsecondary Learning Solution

• **2015**

1. Best Education Solution
2. Best Virtual Learning Solution
3. Best Student Assessment Solution
4. Best Postsecondary Learning Solution
5. Best Career and Workforce Readiness Solution
6. Best Instructional Solution in Other Curriculum Areas
7. Best Corporate Learning/Workforce Development Solution

• **2016**

1. Best Virtual Learning Solution
2. Best Education Cloud-based Solution
3. Best College and Career Readiness Solution
4. Best Corporate / Workforce Learning Solution
5. Best Postsecondary Learning Content Solution
6. Best Postsecondary LMS or Learning Platform
7. Best Learning Relationship Management Solution

• **2017**

1. Best Overall Education Solution
2. Best Student Assessment Solution
3. Best Corporate/Workforce Learning Solution
4. Best Higher Education LMS or Learning Platform

• **2018**

1. Best Higher Education LMS or Learning Platform
2. Best Instructional Solution in Other Curriculum Areas
3. Best Learning Relationship Management Solution

- 2019
 1. Best Virtual Learning Solution
 2. Best Content Authoring Development or Curation Solution
 3. Best Higher Education Learning Management Solution (LMS)

- 2020
 1. Best College and Career Readiness Solution
 2. Best Cross-Curricular Solution
 3. Best Virtual Learning Solution

10. Chapter & Lessons

uCertify brings these textbooks to life. It is full of interactive activities that keeps the learner engaged. uCertify brings all available learning resources for a topic in one place so that the learner can efficiently learn without going to multiple places. Challenge questions are also embedded in the chapters so learners can attempt those while they are learning about that particular topic. This helps them grasp the concepts better because they can go over it again right away which improves learning.

Learners can do Flashcards, Exercises, Quizzes and Labs related to each chapter. At the end of every lesson, uCertify courses guide the learners on the path they should follow.

Syllabus

Chapter 1: Introduction

- Course-Specific Technical Requirements

Chapter 2: Getting Started with InDesign

- Topic A: Identify Components of the InDesign Interface
- Topic B: Customize the InDesign Interface
- Topic C: Apply the Navigation Controls and Set Preferences
- Summary

Chapter 3: 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
- Summary

Chapter 4: Customizing a Document

- Topic A: Format Characters and Paragraphs
- Topic B: Apply Colors, Swatches, and Gradients
- Topic C: Create and Apply Styles
- Summary

Chapter 5: 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
- Summary

Chapter 6: Building Tables

- Topic A: Create and Modify a New Table
- Topic B: Format a Table
- Summary

Chapter 7: Preparing a Document for Delivery

- Topic A: Resolve Errors in a Document
- Topic B: Export Files for Printing and for the Web
- Summary

Chapter 8: Appendix A: Mapping Print & Digital Media Pu...Design CC 2019 Exam Objectives to Course Content

Chapter 9: Appendix B: Productivity Enhancements

- Topic A: Additional InDesign Tools

Chapter 10: Introduction

- Course-Specific Technical Requirements

Chapter 11: Preparing Documents for Multiple Formats

- Topic A: Build Layout Versions

- Topic B: Link Content
- Summary

Chapter 12: Managing Advanced Page Elements

- Topic A: Create Repeating Content
- Topic B: Change Text Layouts
- Topic C: Create Transparency
- Topic D: Anchor Objects and Manage a Library
- Summary

Chapter 13: Managing Styles

- Topic A: Import Styles from Microsoft Word Documents
- Topic B: Manage Styles
- Summary

Chapter 14: Building Complex Paths

- Topic A: Create Bezier Paths
- Topic B: Create Clipping Paths

- Topic C: Create Compound Paths
- Summary

Chapter 15: Managing External Files and Creating Dynamic Documents

- Topic A: Import External Files
- Topic B: Create Document Sections
- Topic C: Insert Text Variables
- Topic D: Create Interactive Documents
- Summary

Chapter 16: Managing Long Documents

- Topic A: Create a Book
- Topic B: Build a Table of Contents
- Topic C: Create Hyperlinks and Cross-References
- Topic D: Generate an Index and Insert Footnotes
- Summary

Chapter 17: Publishing InDesign Files for Other Formats and Customizing Print Settings

- Topic A: Export PDF Files for Print
- Topic B: Export Interactive PDF Files
- Topic C: Export Files for the Web
- Topic D: Manage Colors
- Topic E: Preview the Print Output
- Topic F: Create Print Presets
- Summary

Chapter 18: Appendix A: Mapping Print & Digital Media Public...Design CC 2019
Exam Objectives to Course Content

Chapter 19: Appendix B: Productivity Enhancements

- Topic A: InDesign Productivity Enhancements

Chapter 20: Appendix C: InDesign Language Support

Chapter 21: Appendix D: Extension Manager

Chapter 22: Interactive Exercises: Smart Chats

Videos and How To

uCertify course includes videos to help understand concepts. It also includes How Tos that help learners in accomplishing certain tasks.

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VIDEOS

21

MINUTES

11. Practice Test

uCertify provides full length practice tests. These tests closely follow the exam objectives and are designed to simulate real exam conditions. Each course has a number of test sets consisting of hundreds of items to ensure that learners are prepared for the certification exam.

Here's what you get

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PRE-ASSESSMENTS
QUESTIONS

2

FULL LENGTH TESTS

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POST-ASSESSMENTS
QUESTIONS

Features

Full Remediation

Each question comes with detailed remediation explaining not only why an answer option is correct but also why it is incorrect.

Unlimited Practice

Each test can be taken unlimited number of times until the learner feels they are prepared. Learner can review the test and read detailed remediation. Detailed test history is also available.

Learn, Test and Review Mode

Each test set comes with learn, test and review modes. In learn mode, learners will attempt a question and will get immediate feedback and complete remediation as they move on to the next question. In test mode, learners can take a timed test simulating the actual exam conditions. In review mode, learners can read through one item at a time without attempting it.

12. Performance Based Labs

uCertify's performance-based labs are Live Labs. Learn the real world skills using Live Labs. uCertify Labs are cloud-based, device-enabled and can be easily integrated with an LMS. Features of uCertify labs:

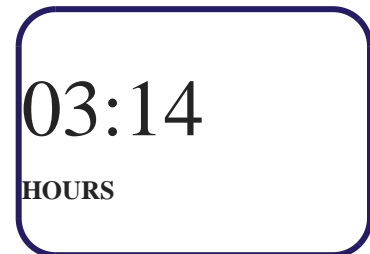
- Provide hands-on experience in a safe, online environment
- Labs simulate real world, hardware, software & CLI environment
- Flexible and inexpensive alternative to physical Labs
- Comes with well-organized component library for every task
- Highly interactive - learn by doing
- Explanations and remediation available
- Videos on how to perform

Lab Tasks

- Opening a File in Adobe InDesign and Exploring its Interface
- Changing the InDesign Workspace
- Using the InDesign Navigation Controls
- Creating a New Document
- Adding Text to a Document
- Adding Graphics to a Document
- Formatting Characters and Paragraphs
- Apply Colors, Swatches, and Gradients
- Creating and Applying Styles
- Arranging and Aligning Objects
- Applying Layers
- Transforming and Manipulating an Object
- Threading Text Frames
- Editing Text
- Creating a New Table
- Formatting a Table
- Resolving Errors in a Document
- Exporting Files for Printing and the Web
- Building Alternate Layouts of a Document
- Linking Content
- Creating Repeating Content
- Changing Text Layouts
- Creating Transparency
- Using Anchored Objects and the Library
- Managing Styles
- Creating a Bezier Path
- Creating a Clipping Path
- Creating a Compound Path
- Importing External Layered Files
- Creating Document Sections
- Inserting Text Variables
- Creating an Interactive Document
- Creating a Book

- Building a Table of Contents
- Creating Hyperlinks and Cross-References
- Generating an Index and Inserting Footnotes
- Exporting PDF Files for Print
- Exporting Interactive PDF Files
- Exporting Files for the Web
- Managing Colors
- Previewing the Print Output
- Creating Print Presets

Here's what you get



13. Live Labs

Live-Lab is a real computer equipment, networked together and conveniently accessible over the internet using virtualization. A live-lab has equipments such as a computer, server, switch or router in it that a user is free to configure.

The benefits of live-labs are:

- Exam based practical tasks
- Real equipment, absolutely no simulations
- Access to the latest industry technologies
- Available anytime, anywhere on any device
- Break and Reset functionality
- No hardware costs

Lab Tasks

Here's what you get

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VIDEO TUTORIALS

03:14
HOURS

14. Post-Assessment

After completion of the uCertify course Post-Assessments are given to students and often used in conjunction with a Pre-Assessment to measure their achievement and the effectiveness of the exam.

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