



# PowerData Group



# ADOBE

# TRAINING COURSES

# Training Courses

Stay ahead in today's digital world with expert-led training that enhances productivity and efficiency.

With flexible delivery options and hands-on instruction, you'll gain practical knowledge you can apply immediately. Let's make learning work for you.



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# What Style of Training Do You Need?

Choosing the right training format can make all the difference in how well your team learns and applies new skills.

We offer flexible training options tailored to your organisation's needs. Whether you need structured classroom sessions, or a hybrid approach, or something completely different, we have a solution that fits.

## Public Training

Ideal for individuals or small teams who want to join a scheduled course with participants from other organisations. Public training sessions provide a structured, interactive learning environment where attendees can benefit from sharing experiences with others. These sessions follow a set curriculum and are perfect for those who want to upskill without the need for a dedicated in-house session.

## In-House Training

Looking for a training session tailored specifically to your team? In-house training brings our expert instructors to your workplace or chosen location, allowing you to focus on the exact skills your team needs. This option ensures a personalised approach, helping your employees learn in a familiar setting while addressing real-world scenarios relevant to their roles.

## Off-Site Training

Want to take your team out of the office to focus on learning without distractions? Off-site training allows your employees to step away from their usual work environment and engage in focused, hands-on learning. Conducted at a dedicated training facility, this method is great for fostering collaboration, team bonding, and skill development without the usual workplace interruptions.

## Live Online Training

A great option for remote teams or businesses looking for flexible learning solutions. Live online training sessions are conducted in real time by expert instructors, offering interactive and engaging learning from anywhere. Participants can ask questions, collaborate with others, and apply what they learn immediately, all while avoiding travel time and costs.

## Self-Paced Assisted Learning

For those who prefer flexibility, self-paced assisted learning provides access to structured training materials, including videos, manuals, and exercises, allowing learners to progress at their own speed. Unlike fully independent learning, this method includes support from trainers who are available to answer questions and guide participants when needed, making it a great balance between flexibility and structured learning.

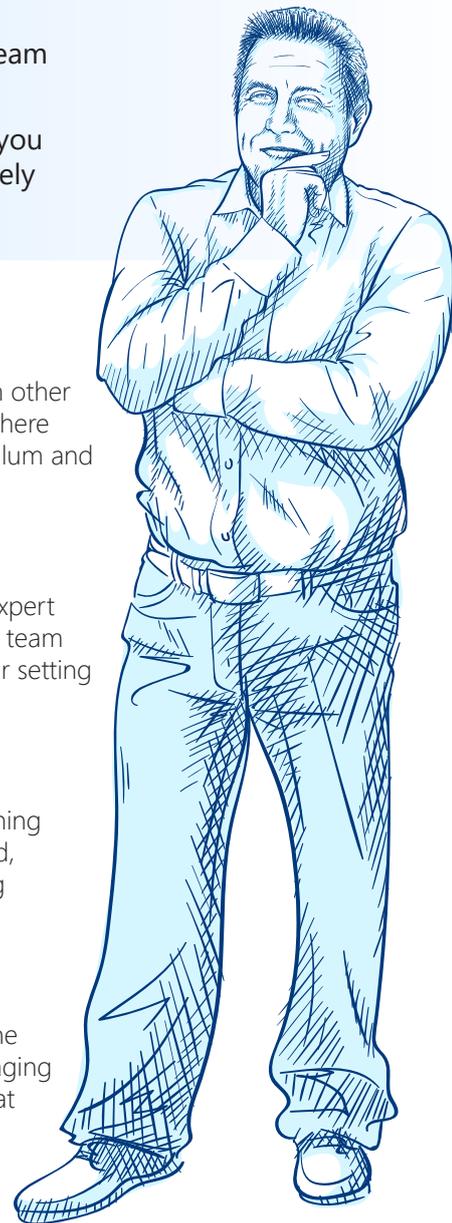
## Roving Training

If your team needs quick, targeted support, roving training is an excellent solution. This style, also known as floor walking, involves our trainers being available in your workplace (or online) to assist employees with real-time challenges as they work. Rather than a structured classroom session, this method provides on-the-spot guidance, troubleshooting, and hands-on support exactly when and where it's needed.

## Seminar / Webinar / Awareness Sessions

Need to introduce a new program or process to a large audience? Seminar / Webinar / Awareness sessions provide a high-level overview of a topic in an engaging and informative format. These sessions are ideal for launching new software, introducing company-wide initiatives, or providing employees with insights into new technology and workflows. They help teams understand key concepts quickly and decide whether more in-depth training is needed.

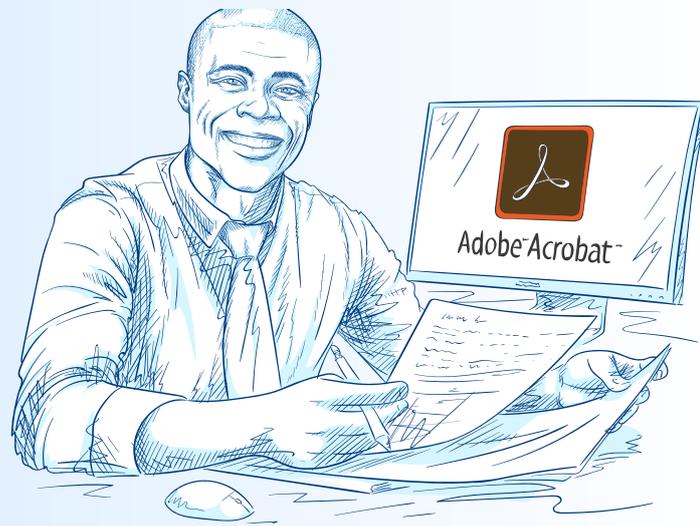
**If you're unsure which option is best for your team, we're happy to discuss your needs and recommend the perfect training solution.**



# Adobe Acrobat Introduction

Ever wondered how to master those mysterious PDF files? This Acrobat course transforms PDF novices into digital wizards.

Whether you're a complete beginner or have been clicking around hoping for the best, you'll learn to navigate, manipulate, and master PDF documents with confidence.



**Skill Level:** Beginner

**Duration:** 1 Day

**Time:** 9:00am – 4:00pm

## Course Content

### Acrobat Orientation

- The Acrobat Interface
- Using Menus and Toolbars
- Using the Panels Area
- Using the Navigation Pane

### Navigating PDFs

- Using Navigation Tools
- Changing Views
- Using the Zoom Tools
- Multiple Documents
- Printing a PDF

### Creating PDFs

- Using The PDF Printer Driver
- Acrobat PDFMaker
- From Microsoft Office Files
- From Windows Explorer
- From Web Pages
- Using Distiller
- Using Batch Mode
- From Clipboard
- Creating PDFs from a Scanner

### Combining Documents

- Merging Multiple Files
- Creating a PDF Portfolio
- Working with a Portfolio

### Modifying PDFs

- Inserting and Deleting Pages
- Extracting Content
- Replacing Pages
- Cropping Pages
- Moving and Rotating Pages
- Renumbering Pages
- Adding Headers and Footers
- Adding Watermarks
- Editing Text
- Placing Images
- Reducing File Size

### Bookmarks

- Creating Bookmarks
- Editing Bookmark Destinations
- Nesting Bookmarks
- Changing the Appearance
- Bookmark Actions

### Links

- Creating Links
- Duplicating Links
- Editing Links
- Creating Destination Links
- Creating Links to Another PDF

### Working Collaboratively

- Adding Sticky Notes
- Using the Annotations Tools
- Inserting Digital Identity Stamps
- Initiating an Email Review
- Returning a Reviewed PDF
- Summarising Comments

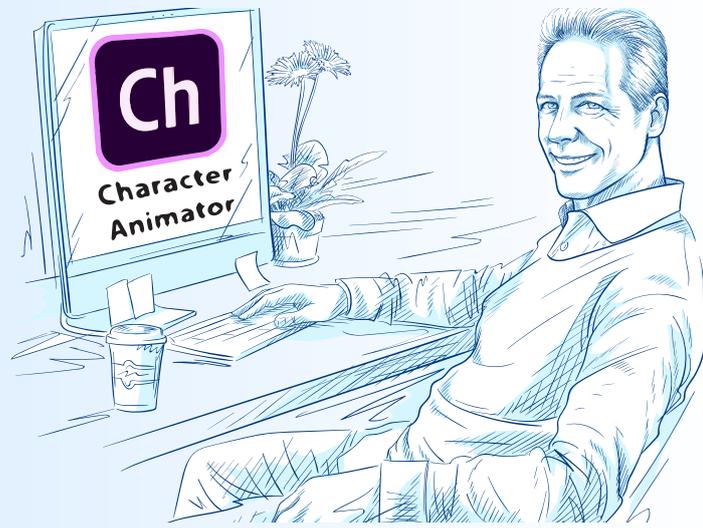
### Searching PDF Documents

- Finding Words
- Searching Multiple PDFs
- Advanced Search
- Securing Your Documents
- Adding Permissions Passwords

# Adobe Character Animator Introduction

Ever wanted to bring your artwork to life, make it blink, talk, and dance across the screen? This Character Animator course transforms spectators into master animators.

Whether you're new to animation or just fascinated by the possibilities, this half day course teaches you to make characters dance, speak, and come alive.



Skill Level: Beginner

Duration: ½ Day

Time: 9:00am – 12:00pm

## Course Content

### Character Animator Overview

- What is Adobe Character Animator
- Adobe Character Animator Modes

### Starter Mode

- Adjusting the settings
- Recording Your Video
- Fine Tuning the Performance
- Importing Recorded Speech
- Export using Quick Export

### Pro Mode

- Configuring Your Camera and Mic
- Selecting Your Puppet
- Set Your Rest Pose
- Adding a Background to the Scene
- Adjusting the Puppet's Position and Size
- Set up the Controls Panel
- Recording Your Scene
- Fine Tune your Recording

### Using Puppet Maker

- What is Puppet Maker
- Creating a New Puppet
- Naming & Saving your Puppet

# Adobe Creative Cloud Introduction

Ready to master the 'Big Three' of Adobe Creative Cloud? This comprehensive course transforms beginners into digital Swiss Army knives of creativity.

Over two days, you'll learn to navigate and create in Illustrator, InDesign, and Photoshop, building confidence with these essential creative tools.



Skill Level: Beginner

Duration: 2 Days

Time: 9:00am – 4:00pm

## Course Content

### The Creative Cloud

- Understanding Workspaces
- Understanding Panels
- Displaying and Hiding Panels
- Working with the Control Panel
- Navigating with the Hand Tool
- Navigating the Document
- Using the Zoom Tool

### Essential Techniques

- The Selection Tool
- Understanding Smart Guides
- Moving, Copying & Deleting Objects
- Grouping and Ungrouping
- Locking and Unlocking Objects
- Alignment and Distribution

### Applying Colour

- Colour Modes
- Applying Colour to Objects
- Spot vs Process Colour
- Managing Swatches

### Document Setup

- New Document Options
- Creating Print & Web Document
- Saving Documents
- Grids, Guides and Rulers

### Drawing with Vectors

- Drawing Paths
- Tips for Drawing Curves
- Editing, Manipulating and Modifying Paths
- Adding and deleting Anchor Points
- Splitting Cutting and Erasing Paths

### Working with Layers

- Building a Multi Layered Document
- Adding Transparency
- Moving, Scaling and Rotating Layers
- Locking and Protecting Layers

### Printing and Saving

- Printing from the Program
- The Save for Print and Web
- Image Compression and Optimisation

### Working with Graphics

- Different File Formats
- Placing Multiple Graphics

# Adobe Creative Cloud Introduction

## Adobe Illustrator

### Illustrator Essentials

- The Illustrator Interface
- Exploring Panels & Workspaces
- Useful Shortcuts

### Organising your Artwork

- Introducing Multiple Artboards
- Editing the Artboard Size

### Artwork Components

- Rulers, Guides & Grids
- Intuitive Smart Guides
- Paths, Point and Handles

### Creating Basic Shapes

- Using the Shaper Tool
- Creating Primitive Shapes
- Creating Polygons, Stars and Spirals
- Drawing Lines

### Working with Type

- Using Type Tools
- Using the Character and Paragraph Panel
- Creating Outlines from Text
- Type on a Path

## Adobe Photoshop

### Photoshop Essentials

- The Photoshop Interface
- Exploring Panels & Workspaces
- Useful Shortcuts
- The History Panel
- Snapshots

### Starting with Images

- Creating New Documents
- Cropping & Rotating
- Changing Image Sizes
- Upsampling & Downsampling Images

### Working with Selections

- Lasso and marquee Tools
- Quick Selection and Magic Wand Tools

### Correcting Images

- Understanding Image Histograms
- Using the Levels Command

### Retouching Techniques

- The Clone Tools
- Healing Brush Tools

## Adobe InDesign

### InDesign Essentials

- The InDesign Interface
- Exploring Panels & Workspaces
- Useful Shortcuts

### Laying Out Pages

- Creating a New Document
- Adjusting Margins & Columns
- Using Rulers, Grids and Guides

### Working with Text

- Placing text
- Selecting and editing text
- Handling missing fonts
- Character Level Formatting
- Paragraph Level Formatting

### Placing Text in InDesign

- Threading and unthreading frames
- The Auto-Fit text function
- Flowing text through frames

### Working with Graphics

- Placing Multiple Graphics
- Wrapping Text Around Images
- Understanding Fitting Options



# Adobe Illustrator Introduction

Ever looked at a logo or illustration and wondered, 'How did they make that?' This Illustrator course transforms beginners into vector artists.

Whether you're completely new or have been tentatively exploring, you'll master everything from basic shapes to the mighty pen tool.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

## Course Content

### The Illustrator User Interface

- Workspaces
- Menu Bar
- Panels and the Panel Dock
- Tools Panel
- The Artboard
- Understanding Preferences

### Managing & Creating Artboards

- Understanding Document Presets
- Understanding and Creating Artboards
- Introducing Multiple Artboards
- Editing the Artboard Size
- Aligning & Distributing Artboards

### Creating Basic Shapes

- About Illustrator Shapes
- Basic Shape Tools
- Creating Squares, Circles, Polygons and Stars
- Using the Shape Builder Tool
- Using the Selection & Direct Select Tools
- Duplicating Shapes
- Applying Default Fill and Stroke
- Basic Grouping of Shapes

### Dealing with Multiple Objects

- Rulers, Guides and Grids
- Intuitive Smart Guides
- Align and Distribute Shapes
- Working with Isolation Mode

### Applying Colour

- Colour Modes
- Applying Colour to Shapes
- Spot vs Process Colour
- Managing Swatches
- Creating Colours and Swatches
- Using Pantone Libraries

### Drawing in Illustrator

- Drawing Tools
- Drawing Paths
- Editing and Modifying Paths
- Adding & Deleting Anchor Points

### Working with Type

- Using Type Tools
- Creating Point Textboxes and Area Textboxes
- Using the Character and Paragraph Panel
- Creating Outlines from Text

### Saving and Exporting

- Artwork Native Formats
- Saving in Illustrator Format
- Saving as a JPEG
- Export as a PNG
- Saving Files as SVG
- Save Artboards as PDFs

# Adobe Illustrator Advanced

Ever wondered how artists create those mind bending effects and patterns? This advanced Illustrator course transforms capable users into vector virtuosos.

Perfect for those ready to dive deeper, you'll master power tools, libraries, brushes, and advanced techniques for creating stunning vector artwork.



Skill Level: Intermediate/Advanced

Duration: 1 Day

Time: 9:00am – 4:00pm

## Course Content

### Creative Cloud Libraries

- Understanding Libraries Panel
- Creating & Naming Libraries
- Adding Elements to a Library
- Sorting & Grouping Libraries
- Using a Library in Multiple Documents

### The Transform Tools

- Scaling, Rotating, Reflecting & Shearing Objects
- Changing Object Perspectives
- The Distortion Tools
- Distorting Objects

### Creating Patterns

- Different Types of Patterns
- Creating & Applying Pattern
- Scaling & Moving Patterns
- Editing a Pattern

### Brushes and Symbols

- The Brushes Panel
- Understanding Brush Libraries
- Applying Brush Stroke to a Path
- Creating Different Brushes
- Using the Eraser Tool

### Creating Complex Shapes

- Understanding Pathfinder
- Creating & Modifying Compound Shapes
- Cutting and Dividing Objects

### Using Effects

- Understanding & Using Effects
- Understanding 3D Effects
- Understanding the Appearance Panel

### Graphics & Clipping Masks

- Placing imported graphics
- Linked vs embedded images
- Understanding Clipping Masks
- Creating a Clipping Mask

### Tracing Images

- The Image Trace Panel
- Using Image Trace
- Expanding Paths in a Traced Image

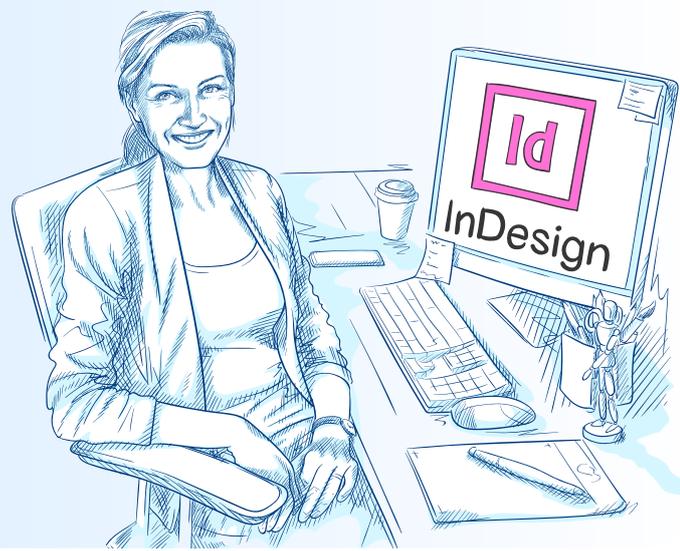
### Live Paint

- Creating LivePaint Groups
- Painting LivePaint Objects
- Detecting Gaps
- Modifying LivePaint Groups

# Adobe InDesign Introduction

Ever stared at a beautifully designed magazine and thought, 'I wish I could create that?' This InDesign course transforms layout novices into publishing pros.

Whether you're completely new or exploring on your own, you'll learn to create professional looking documents from scratch.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

## Course Content

### The InDesign User Interface

- Workspaces
- Menu Bar
- Panels and the Panel Dock
- Tools Panel
- Understanding Preferences

### Setting up Documents

- Document Presets
- About Margins and Columns
- Rulers and Guides
- Understanding Bleed and Slug

### The Links Panel

- Why Graphics are Linked
- Updating Graphics
- Replacing Graphics
- Go to Link
- Modified Link
- Missing Link

### Adding Images

- Understanding File Formats
- Image Placement
- About Frame Fitting Options
- Understanding Text Wrapping

### Using Basic Colour

- Understanding Colours
- Colour Models & Colour Gamut
- The Swatches Panel

### Creating Objects

- About InDesign Objects
- Basic Shape Tools
- Creating Shapes
- Applying Fill and Stroke
- Arranging Shapes
- Align Objects

### Working with Text

- Creating Text Frames
- Using Placeholder Text
- Placing (Importing) Text

### Simple Text Formatting

- Understanding Text Formatting
- Character Formatting
- Paragraph Formatting

### Working with Basic Styles

- Understanding Styles
- Creating Paragraph Styles
- Applying Styles

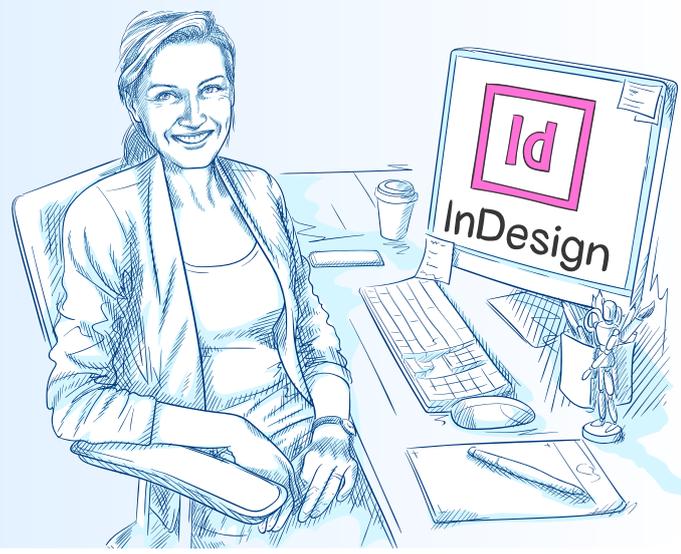
### Publishing and Save Options

- Preflighting Files
- Exporting to PDF
- Using the Packaging Tools
- Package Settings

# Adobe InDesign Intermediate

Ever found yourself manually formatting the same text repeatedly? This intermediate InDesign course transforms basic users into layout experts.

Perfect for those familiar with basics, you'll master styles, parent pages, and time-saving features for creating consistently beautiful documents.



Skill Level: Intermediate

Duration: 1 Day

Time: 9:00am – 4:00pm

## Course Content

### Creative Cloud Libraries

- Understanding Libraries Panel
- Creating & Naming Libraries
- Adding Elements to a Library
- Sorting & Grouping Libraries
- Using a Library in Multiple Documents

### Using Parent Pages

- Understanding Parent Pages
- Creating & Editing Parent Pages
- Applying Parent Pages
- Inserting Auto Page Numbering
- Loading Parent Pages
- Inserting Sections
- Deleting Parent Pages

### Working With Colour

- Colour Gamut & Models
- Process, Tints & Spot Colours
- Using the Eyedropper
- Creating a Gradient
- Removing Colour from Gradients

### Creating Advanced Styles

- Understanding Styles
- Creating Character Styles
- Creating Paragraph Styles
- Applying Styles
- Editing Styles
- Using Indents and Tabs
- Using Bullets and Number
- Creating Drop caps
- Applying Nested Styles

### Creating a Table of Contents

- Understanding Table of Contents
- Inserting a Table of Contents
- Formatting a Table of Contents
- Table of Contents Style
- Updating a Table of Contents
- Creating Table of Contents Bookmarks for a PDF

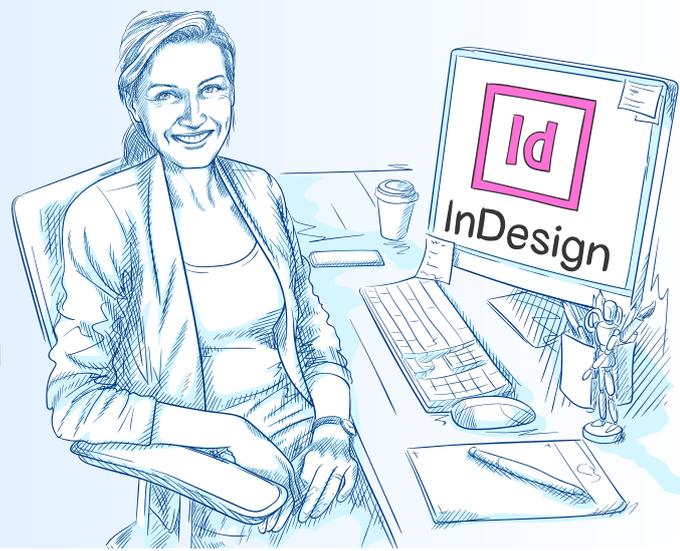
### Working with Tables

- Understanding Tables
- Creating a Table
- Importing Tables
- Table Formatting
- Entering Text in a Table Cell
- Adjusting a Table
- Formatting Text in a Table

# Adobe InDesign Advanced

Ready to become an InDesign power user? This advanced course transforms proficient users into layout masters.

Ideal for those seeking efficiency, you'll master complex features from data merge to interactive forms, automating workflows and creating sophisticated documents.



Skill Level: Advanced

Duration: 1 Day

Time: 9:00am – 4:00pm

## Course Content

### Creating Complex Shapes

- Creating Frames and Shapes
- Transforming Shapes
- Using the Direct Selection Tool
- Using the Pen Tool
- Merging Shapes Using Pathfinder
- Duplicating Objects
- Arranging Objects
- Aligning and Distributing Objects
- Grouping Objects
- Creating Outlines and Shapes from Type
- Applying Corner Effects

### Indexes & Cross References

- Understanding Indexes
- Adding Index Entries
- Generating a Simple Index
- Understanding Cross References
- Creating Paragraph Styles Cross Referencing
- Creating Text Anchors Cross Referencing

### Using Layers

- Understanding Layers
- Creating a New Layer
- Naming Layers & Assigning Colours
- Assigning Objects to Layers
- Reordering Layers
- Hiding and Viewing Layers

### Basic Interactive Forms

- Create Form Field Frames.
- Creating a Text Entry Field
- Creating a Combo Box
- Adding Items to a List
- Creating Radio Buttons
- Adding Print, Reset and Send Buttons
- Exporting as an Interactive PDF

### Using the Data Merge Feature

- Understanding the Data Merge Process
- Setting Up the Database File
- Setting Up the InDesign Document
- Performing the Merge with Text & Images

### Creating a Book

- Understanding Books
- Create a Book
- Add, Reorder & Remove Documents
- Synchronise Files
- Exporting Books

# Adobe Photoshop Introduction

Ever looked at a stunning photo and wondered 'How did they make it look so good?' This Photoshop course transforms beginners into confident image editors.

Whether you're completely new or exploring on your own, you'll master layers, adjustments, and professional retouching techniques.



Skill Level: Beginner

Duration: 1 Day

Time: 9:00am – 4:00pm

## Course Content

### Photoshop User Interface

- Setting Up User Preferences
- Identify User Interface Elements
- Displaying, Hiding & Docking Panels
- Selecting and Creating Workspaces
- Navigate and Zooming

### Digital Image Basics

- Creating New Documents
- Understanding Resolution, Dimensions and File Size
- Cropping and Rotating Artwork
- Creating Panorama images
- Changing Image Size
- Making colour mode conversions

### Introduction to Layers

- The Layers Panel
- Creating Layers
- Selecting Layers
- Moving Objects on Layers
- Changing a Layer's Opacity

### Creating Selections

- Selection Tool Options
- The Marquee Tools
- The Lasso Tools
- The Magic Wand Tool
- The Quick Selection Tool
- Feathering a Selection

### Working with Colours

- Understanding Colours
- Foreground and Background Colours
- Mixing Colours
- The Paint Brush tools
- Working with Brush settings
- Eyedropper Tool

### Correcting an Image

- Dealing with Adjustment Layers
- Understanding Image Histograms
- Using Levels
- Adjusting Colour Balance
- Editing Hue and Saturation
- Using Exposure and Vibrance
- Using Photo Filter

### Retouching Techniques

- The Clone Stamp Tool
- The Spot Healing Brush Tool
- The Healing Brush Tool
- The Patch Tool

### Saving and Exporting Images

- Saving Photoshop Files
- Photoshop Export Options
- Save for Web
- Image Compression and Optimisation

# Adobe Photoshop Advanced

Ready to elevate your editing skills to new heights? This advanced Photoshop course transforms capable editors into digital artists.

Perfect for those seeking to push boundaries, you'll master blend modes, smart objects, and complex techniques for creating jaw dropping images.



Skill Level: Intermediate/Advanced

Duration: 1 Day

Time: 9:00am – 4:00pm

## Course Content

### Creative Cloud Libraries

- Understanding Libraries Panel
- Creating & Naming Libraries
- Adding Elements to a Library
- Sorting & Grouping Libraries
- Using a Library in Multiple Documents

### Using Blend Modes

- Understanding Blending Modes
- Cycling through blend modes
- Layer Opacity and Blends

### Creating Masks

- Introducing Layer Masks
- Adding a Layer Mask
- Moving a Layer Mask
- Applying Filters to Part of an Image
- Creating a Mask from a Selection

### Smart Objects

- Understanding Smart Objects
- Editing & Creating Smart Objects
- Creating a Linked Smart Object

### Using Photoshop Filters

- Using Photoshop Filters
- The Filter Gallery
- Sharpen and Blur Filters
- Adding Motion Blur
- Using Liquify
- Using Vanishing Point

### Special Effects

- Shadow, Glow & Emboss Effects
- Copying Effects to Layers
- Dodging and Burning
- Using Puppet Warp
- Changing Perspectives & Warping Images

### Creating Type

- Type Layers
- Point Type
- Paragraph Type
- Selecting Type
- Formatting Type
- Working with Type Layers
- Rasterizing Type

### Actions & Automation

- Understanding Actions
- Managing Actions
- Running Actions
- Creating a Custom Action
- Testing Actions
- Understanding Batch Processing
- Batch processing multiple files
- Export Layers to Individual Files

# Adobe Photoshop For Social Media

Ever wondered how influencers create those eye catching posts? This specialised Photoshop course transforms social media enthusiasts into visual wizards.

You'll learn to create perfectly sized, scroll stopping content for every platform, making your social feed look professionally designed.



**Skill Level: Beginner**

**Duration: 1 Day**

**Time: 9:00am – 4:00pm**

## Course Content

### Photoshop User Interface

- Setting Up User Preferences
- Identify User Interface Elements
- Displaying, Hiding & Docking Panels
- Selecting and Creating Workspaces
- Navigate and Zooming

### Social Media Basics

- Creating New Documents for Social Media Sites
- Understanding Resolution, Dimensions and File Size
- Cropping and Rotating Artwork
- Making Colour Mode Conversions

### Introduction to Layers

- The Layers Panel
- Creating Layers
- Selecting Layers
- Moving Objects on Layers
- Changing a Layer's Opacity

### Creating Selections

- Selection Tool Options
- The Marquee Tools
- The Lasso Tools
- The Magic Wand Tool
- The Quick Selection Tool
- Feathering a Selection

### Working with Colours

- Understanding Colours
- Mixing Colours
- The Paint Brush Tools
- Working with Brush Settings
- Eyedropper Tool

### Correcting an Image

- Dealing with Adjustment Layers
- Understanding Histograms
- Using Levels
- Editing Hue and Saturation
- Using Exposure and Vibrance

### Working with Type

- Point Type
- Paragraph Type
- Selecting Type
- Formatting Type
- Working with Type Layers

### Creative Cloud Libraries

- Understanding Libraries Panel
- Creating & Naming Libraries
- Adding Elements to a Library
- Sorting & Grouping Libraries

### Saving and Exporting Social Media Images

- Saving Photoshop Files
- Photoshop Export Options
- Save for Web
- Image Compression and Optimisation