



**CTREC HILTON**  
IT ACADEMY

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Class Code: INDCS4B  
Number of Days: 1  
Format: Instructor-Led

## InDesign CS4: Basic

**Course Description:** This ILT series course will teach students fundamental concepts and terminology and the basic features of Adobe InDesign CS4. Students will learn how to create documents, place text and graphics, and create custom color swatches. Students will also learn how to work with master pages and multi-page documents. In addition, students will learn how to format text, apply styles, work with threaded text frames, position and group objects, and work with layers. Finally, students will print documents, create print presets, and package documents for commercial printing.

**Delivery Method:** Instructor led, group-paced, classroom-delivery learning model with structured hands-on activities.

### Course Outline

#### Unit 1: Getting started

- Topic A: The Adobe InDesign environment
- Topic B: Preferences and defaults
- Topic C: InDesign Help

#### Unit 2: Basic documents

- Topic A: New documents
- Topic B: Text frames
- Topic C: Graphics frames
- Topic D: Custom colors

#### Unit 3: Guides and master pages

- Topic A: Item position
- Topic B: Master pages

#### Unit 4: Typesetting

- Topic A: Text frame threading
- Topic B: Paragraph formatting
- Topic C: Styles

## **Unit 5: Modifying items**

- Topic A: Text frame options
- Topic B: Graphics
- Topic C: Grouped items
- Topic D: Layers

## **Unit 6: Finalizing documents**

- Topic A: Outputting documents
- Topic B: Commercial printing preparation

## **Appendix A: ACE exam objectives map**

- Topic A: Comprehensive exam objectives