

### **Lesson 1: Exploring the InDesign Environment**

- Identify the InDesign Interface Components
- Customize the Interface
- Use the Navigation Controls
- Set General and Interface Preferences

### **Lesson 2: Designing Documents**

- Create a Document
- Add Text
- Add Graphical Objects

### **Lesson 3: Enhancing Documents**

- Format Characters and Paragraphs
- Apply Colors, Swatches, and Gradients
- Apply Fills and Strokes
- Create and Apply Styles

### **Lesson 4: Working with Page Elements**

- Arrange Objects
- Align Objects
- Manage Page Elements with Layers

### **Lesson 5: Managing Objects**

- Transform Objects
- Manipulate Objects
- Thread Text Frames
- Search and Replace Content
- Edit Text

### **Lesson 6: Working with Tables**

- Create a Table
- Modify a Table Structure
- Format a Table

### **Lesson 7: Finalizing Documents**

- Check Documents for Errors
- Print a Document
- Package Files
- Export PDF Files for Commercial Printing
- Prepare PDF Files for Web Distribution