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Note: All Adobe modules are based on the Adobe Certified Expert (ACE) certification programme.

To purchase content please contact us on:

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Prices correct as of 1 April 2018

InDesign CC 2017

Getting Started with InDesign

- Identify Components of the InDesign Interface
- Customize the InDesign Interface
- Apply the Navigation Controls and Set Preferences

Designing a Document

- Establish Project Requirements
- Apply Design Principles
- Create a New Document
- Add Text to a Document
- Add Graphics to a Document

Customizing a Document

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

Working with Page Elements

- Arrange and Align Objects
- Array Layers
- Transform and Manipulate Objects
- Thread Text Frames
- Edit Text

Building Tables

- Create and Modify a New Table
- Format a Table

Preparing a Document for Delivery

- Resolve Errors in a Document
- Export Files for Printing and for the Web

Preparing Documents for Multiple Formats

- Build Layout Versions
- Link Content

Managing Advanced Page Elements

- Create Repeating Content
- Change Text Layouts
- Create Transparency
- Anchor Objects and Manage a Library

Managing Styles

- Import Styles from MS Word Documents
- Manage Styles

Building Complex Paths

- Create Bezier Paths
- Create Clipping Paths
- Create Compound Paths

Managing External Files and Creating Dynamic Documents

- Import External Files
- Create Document Sections
- Insert Text Variables
- Create Interactive Documents

Managing Long Documents

- Create a Book
- Build a Table of Contents
- Create Hyperlinks and Cross-References
- Generate an Index and Insert Footnotes

Publishing InDesign Files for Other Formats and Customizing Print Settings

- Export PDF Files for Print
- Export Interactive PDF Files and Files for Animation
- Export Files for the Web
- Manage Colors
- Preview the Print Output
- Create Print Presets

Productivity Enhancements

- Additional InDesign Tools
- InDesign Productivity Enhancements
- InDesign Language Support
- Extension Manager CC

Working Samples 1

- Exploring the InDesign Interface
- Creating a Brochure
- Customizing a Document
- Working with Page Elements
- Inserting a Table
- Exporting Documents

Working Samples 2

- Preparing a Document for the iPad
- Placing a Graphic in a Document Footer
- Importing Word Styles into InDesign
- Creating a Bezier Path
- Performing a Data Merge
- Managing Long Documents
- Exporting PDF Files for Print

PhotoShop CC 2017

Getting Started with Photoshop

- Organize Photoshop Assets by Using Adobe Bridge
- Organize the Photoshop Workspace
- Customize the Photoshop Workspace

Creating Basic Images

- Manage Image Elements and Formats
- Apply Design Principles, Elements, and Graphic Composition
- Work with Digital Devices

Managing Selections and Layers

- Use Selection Tools
- Manage Layers

Adjusting Images

- Modify Images
- Repair Images
- Implement Color Management

Refining Images

- Adjust Layers
- Apply Camera Raw
- Refine Images by Using Advanced Tools

Managing Files in a Production Workflow

- Import, Export, and Organize Files
- Save Images for the Web
- Save Images for Print
- Format Images for Other Programs

Creating Raster Images

- Draw with Brushes
- Create Gradients
- Apply Tool Presets

Applying Vector Image Tools

- Create Images with Vector Paths
- Apply the Shape Drawing Tools
- Work with Type
- Apply Type Special Effects
-

Applying Advanced Layer Techniques

- Modify Images with Masks
- Apply Special Effects by Using Filters
- Apply Special Effects to Layers
- Apply Smart Objects for Nondestructive Editing

Automating Tasks

- Create and Apply Actions

- Batch Process Files with Photoshop and Adobe Bridge

Editing Video

- Edit Video
- Add Graphics, Titles, and Animation to Video

Setting Project Requirements

- Identify Purpose, Audience, and Audience Needs
- Adhere to Copyright Rules for Artwork, Graphics, and Graphics Use
- Determine and Evaluate Project Management Tasks and Responsibilities

Working Samples 1

- Arranging Multiple Documents
- Sampling Up Images
- Using Layers
- Cropping and Cloning
- Refining an Image
- Preparing Images for Different Formats

Working Samples 2

- Editing an Image by Using Brushes and Erasers
- Using Vector Tools to Create a Graphic
- Creating Vector Masks
- Adding Titles to Batch Process Files
- Adding Animated Text to Video

Illustrator CC

Introducing Illustrator CC

- Apply Design Principles, Elements, and Graphics Composition
- Evaluate Graphics Scalability
- Navigate the User Interface
- Customize the User Interface

Creating Documents Containing Basic Shapes

- Create Documents
- Save Documents
- Draw Basic Shapes

Creating Documents Containing Customized Paths

- Draw Paths
- Modify Paths

Creating Graphics Containing Customized Text

- Insert Text
- Apply Flow Text Along a Path
- Insert Bounded and Threaded Text
- Apply Text Styles
- Insert Typographical Characters

Customizing Objects

- Import, Place, and Link Graphics
- Alter the Appearance of Objects

Customizing Basic Shapes

- Apply Strokes and Brushes
- Fill Shapes
- Apply Graphics Styles
- Distort Text with Text Envelopes

Preparing Documents for Deployment

- Update Text
- Wrap Text
- Hyphenate Text
- Optimize Content for Print
- Optimize Content for the Web
- Optimize Content for PDF Documents

Drawing Complex Illustrations

- Apply the Grid, Guides, and Info Panel
- Combine Objects to Create Complex Illustrations
- Organize Artwork with Layers
- Create a Perspective Drawing
- Trace Artwork

Enhancing Artwork Using Painting Tools

- Paint Objects Using Fills and Strokes
- Paint Objects Using Live Paint Groups
- Paint with Custom Brushes
- Add Transparency and Blending Modes
- Apply Meshes to Objects
- Apply Patterns

Customizing Colors and Swatches

- Manage Colors
- Customize Swatches
- Manage Color Groups
- Adjust Color

Formatting Type

- Set Character Formats
- Apply Advanced Formatting Options to Type

Enhancing the Appearance of Artwork

- Apply Effects to an Object
- Create Graphic Styles
- Apply a Mask to an Object
- Apply Symbols and Symbol Sets

Preparing Content for Deployment

- Prepare Artwork for Printing
- Prepare Transparency and Colors for Printing
- Create Slices and Image Maps
- Save Graphics for the Web
- Prepare Documents for Video
- Prepare Files for Other Applications

Setting Project Requirements

- Identify the Purpose, Audience, and Audience Needs
- Determine and Evaluate Standard Copyright Rules for Artwork, Graphics, and Graphics Use
- Determine and Evaluate Project Management Tasks and Responsibilities

Appendix A

- Graphic Design & Illustration Using Adobe Illustrator CC Certification Exam Objectives

Appendix B

- Adobe Certified Expert Illustrator CC Exam Mappings

Appendix C

- Adobe Illustrator CC: New Features

Appendix D:

- Default keyboard shortcuts



Oracle Database 12c: SQL Fundamentals

Introducing Oracle Database 12c RDBMS Oracle Database 12c:

- Relational Database Management Systems
- The Oracle Database 12c
- Becoming Familiar with SQL*Plus

Introducing SQL

- SQL Fundamentals
- Writing Simple Queries
- Accepting Values at Runtime

Using Single-Row Functions

- Single-Row Function Fundamentals
- Using Single-Row Character Functions
- Using Single-Row Numeric Functions
- Using Single-Row Date Functions
- Using Single-Row Conversion Functions
- Using Other Single-Row Functions

Using Group Functions

- Group Function Fundamentals
- Utilizing Aggregate Functions

Using Joins and Subqueries

- Writing Multiple-Table Queries
- Using Set Operators
- Using Subqueries

Manipulating Data

- Using DML Statements
- Understanding Transaction Control

Creating Tables and Constraints

- Database Objects Overview
- Built-in Datatypes
- Creating Tables
- Modifying Tables
- Managing Constraints

Video Tutorials

- Introduction
- Oracle 12c- SQL Fundamentals
- Basic Select Statements
- Using the Where Clause
- The Order By Clause
- Left And Right Outer Joins
- Multi-Table Selection Demo
- SQL Functions
- Using Group By clause
- Conversion Functions
- Subqueries
- Data Modification
- Implementing Security
- Creating Objects In The Database
- Using Sequences
- Indexes
- Views
- Combining Queries
- Oracle 12c SQL Fundamentals Review

Each section contains a Summary and Exam Essentials!



Oracle Database 12c: Installation and Administration

Introducing Oracle Database 12c Components and Architecture

- Oracle Database Fundamentals
- Oracle Database 12c Architecture

Creating and Operating Oracle Database 12c

- Oracle Database 12c Software Installation
- Using DBCA to Create an Oracle 12c Database
- Working with Oracle Database Metadata
- Managing Initialization-Parameter Files
- Starting Up and Shutting Down an Oracle Instance
- Monitoring the Database Alert Log

Understanding Storage and Space Management

- Understanding the Physical and Logical Storage
- Managing Tablespaces
- Managing Data Files
- Managing Space

Managing Data Concurrency and Undo

- Managing Data Changes Using DML
- Managing Data Concurrency

Understanding Oracle Network Architecture

- Introducing Network Configurations
- An Overview of Oracle Net Features
- Configuring Oracle Net on the Server
- Configuring Oracle Net for the Client
- An Overview of Oracle Shared Server
- Understanding Database Resident Connection Pooling
- Communicating Between Databases

Implementing Security and Auditing

- Creating and Managing User Accounts
- Granting and Revoking Privileges
- Controlling Resource Usage by Users
- Auditing Database Activity

Maintaining the Database and Managing Performance

- Proactive Database Maintenance
- Managing Performance

Using Backup and Recovery

- Understanding and Configuring Recovery Components
- Performing Backups
- Understanding Types of Database Failures
- Performing Recovery Operations

Controlling Resources and Jobs

- Resource Management with the Resource Manager
- Task Automation with Oracle Scheduler

Upgrading to Oracle Database 12c

- Determining the Database Upgrade Method
- Preparing for a Database Upgrade
- Upgrading the Database

Using Grid Infrastructure and Data Movement Tools

- Tools for Moving Data
- Migrating Data Using Data Pump
- Loading Data with SQL*Loader
- Populating External Tables
- Introducing Grid Infrastructure

Video Tutorials

- Introduction
- Database Concepts And Tools
- DML Atomicity
- DML Statements
- Data Concurrency
- BackUp
- Installation
- Memory Structure
- Tables
- Indexes
- Constraints And Triggers
- Implementing Security
- Storage Structures
- Internal Memory Structures
- Background Processes
- Starting And Stopping Data Base
- Critical Storage Files

Each section contains a Summary and Exam Essentials!

ORACLE
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Oracle Database 12c Administrator - Certified Professional

Performing Oracle User-Managed Backups

- Oracle Database Data Protection Options
- Understanding the Oracle Database as It Relates to Backup and Recovery
- Configuring the Database for Backup and Recovery
- Performing Oracle Offline Backups
- Performing Oracle Online Backups
- Backing Up the Control File

Performing Oracle User-Managed Database Recoveries

- Performing a Recovery in NOARCHIVELOG Mode
- Performing a Full Database Recovery in ARCHIVELOG Mode
- Performing User-Based Incomplete Recoveries
- Performing Other Types of Recoveries

Configuring and Backing Up Oracle Databases Using RMAN

- Why Use RMAN?
- Exploring the RMAN Architecture
- Getting Started with RMAN
- Configuring RMAN
- Backing Up Your Database with RMAN

Using the RMAN Recovery Catalog

- Introducing the Recovery Catalog
- Creating the Recovery Catalog User and Schema Objects
- Using a Recovery Catalog
- Using Scripts in the RMAN Recovery Catalog
- Maintaining the Recovery Catalog
- Using the RMAN Virtual Private Catalog

Recovering Databases with RMAN

- RMAN Database-Recovery Basics
- Recovering a Database in NOARCHIVELOG Mode
- Recovering a Database in ARCHIVELOG Mode
- Recovering a Database Using Incomplete Recovery
- Using Image Copies to Recover Your Database
- Other Basic Recovery Topics

Tuning and Monitoring RMAN and the Automatic Diagnostic Workflow

- Overview of the RMAN Report and List Commands
- Monitoring, Administering, and Tuning RMAN
- The Oracle Database Fault Diagnostic Framework

Performing Oracle Advanced Recovery

- Switching between RMAN Incarnations
- Overview of RMAN Database Duplication
- Performing an RMAN Tablespace Point-in-Time Recovery
- Restoring a Database to a New Host
- Backup Best Practices for Data Warehouses
- Performing Table and Partition Recovery from Backups
- ASM-Related Backups
- Configuring and Using Oracle Secure Backup
- Oracle Database 12c Multitenant Architecture and RMAN

Understanding Flashback Technology

- Describe the Flashback Technologies
- Managing Undo Automatically
- Employing Flashback Technologies
- Perform Flashback Database Operations

Diagnosing the Database and Managing Performance

- Diagnosing Failures
- Managing Database Performance

Managing Database Resources

- Managing Storage
- Managing Storage in a CDB and PDBs

Creating Oracle Multitenant Databases

- Multitenant Container and Pluggable Database Architecture
- Creating Multitenant Container Databases and Pluggable Databases

Managing Oracle Multitenant Databases

- Establishing Connections to CDB/PDB
- Start Up and Shut Down a CDB and Open and Close PDBs
- Evaluate the Impact of Parameter Value Changes

Oracle Utilities

- Moving Data, Performing Security Operations, and Interacting with Other Oracle Products

Oracle Security in CDBs and PDBs

- Managing Security in a CDB and PDBs

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