

## Efficient Layout

Document setup  
Tint and gradient swatches  
Object libraries and snippets  
Item spacing

## Vector paths

Vector path creation  
Vector paths and pictures  
Vector paths and type

## Typography

Manual type resizing  
Quick Apply  
Nested styles  
Graphics in typography  
Precise leading control  
Composition, hyphenation, and justification  
Horizontal spacing  
Typography shortcuts

## Graphics

Layer comps  
Transparency  
Object styles  
Transforming objects

## Tables

Creating tables  
Changing table structure  
Formatting tables

## Text editing

Story Editor  
Special characters  
Column, frame, and page breaks  
Anchored objects

## Long documents

Sectioning  
Tables of contents  
Indexing  
Books  
Footnotes

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Microsoft & Adobe Specialist

0402 925 728 & 0425 728 816

support@gmcomputertraining.com.au

www.gmcomputertraining.com.au