EUROPEAN INFORMATION TECHNOLOGIES CERTIFICATION INSTITUTE, ASBL.

Brussels, Belgium, European Union

# CERTIFICATE

## Paula Michalska

Has successfully completed test requirements of
The European Information Technologies Certification Programme

### EITC/CG/AIDF Desktop publishing software (Adobe InDesign)

**Certification Programme examination result:** 100%

**Certification Programme description:**

Adobe InDesign as an application for desktop publishing and prepress (desktop publishing): layout (arrangement of publication elements), user interface (tools, palettes, functionality of menu items), navigation, keyboard shortcuts; Document creation: document settings, inserting text objects (filling in text columns, controlling text properties by using styles, paragraph style, creation of diacritical marks, converting text to outlines, working with text, artistic text and paragraph text, text flow), inserting images; Vector objects in InDesign: Adobe Illustrator objects embedding, graphical objects (background, gradient), objects transformations (transform tools), BÃ©zier curves (introduction, explanation and usage of BÃ©zier curves), masking; Master pages and items: introduction and usage; Layers: the concept of layers, working with layers; Publication management: pragmatics of working with publications, archiving and document preparation to work on another computer, document preparation for publication and printing, saving to PDF format

**Certificate Programme version/revision: EITC/CG/AIDFv1r2**

CERTIFICATE ID: **EITC/CG/AIDF/JQF/18004644**

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**www.eitci.org/validate**

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