Adobe Acrobat Pro – Fillable Forms & Excel Analysis

Adobe Acrobat AA201
90 Minutes

Course Content

This hands-on session explores the process of creating and filling out forms using Adobe Acrobat Pro. Acrobat makes is easy to convert existing documents into fillable forms or you can create a new fillable form from scratch. In this session we also work with Acrobat's tools to extract the contents from the PDF fillable forms into an Excel spreadsheet for quick analysis. Using Excel's filters will help us view the specific records you choose.

By the end of this session, attendees will have the skills necessary to create, fill out, and extract data from PDF fillable forms into Microsoft Excel for quick analysis.

Lessons include the following:

- Create interactive PDF forms

- Convert a Microsoft Word document into a fillable form

- Work with Acrobat's form tools

- Edit a form

- Fill out a form

- Extract fillable form results into Microsoft Excel for quick analysis

- Work with Excel's filtering tools to view only specific records