

Model design: ms word



It will be a two-day program whereby the lessons will run from 8: 00 am to 3: 00 pm daily. For these two days, the above-stated units will be taught. On day one, 8: 00 to 8: 30 am will be for exchanging introductions. Course documents will run from 8: 30 to 9: 00 am. Choices for creating a questionnaire or survey form and creating a document will run from 9: 00 to 10: 00 am. Review of Adobe Acrobat and creating a sample form, on the other hand, will run from 10: 10 to 12: 00 after the 10 minutes break. The first day will end at 3: 00 pm after examining the achievements and failures of the day. The parties involved will also review and repeat the crucial steps in order to remember the process. This will take place from 1: 00 to 3: 00 pm.

My goal is to assist the student to create an Interactive PDF. They should be able to review different software programs, use adobe acrobat professional software, and review minor technical errors when utilizing adobe acrobat (Sypowicz, 2010). My testing strategies will be how students determine adequate software, how efficient they are when using Adobe Acrobat, and noting errors to the system among others.

Question 3

The whole process will cost the institution roughly \$1500. This is taking into consideration the salaries, supplies, equipment, food, printing, and traveling fees. Salaries might amount up to \$625. Supplies and equipment, on the other hand, would amount to \$250. The rest would be used in food supplies, the printing of material, as well as traveling. However, the benefits of this course surpass the high cost of the course. After training is complete, participants will be happy about their fresh skills and knowledge concerning Adobe Acrobat Software. Knowing participants are no longer reliant on other

members of an organization, or colleagues to make their survey or questionnaire is a relief (Sypowicz, 2010).

Question 4

Those affected by the project include the actual students, their respective lecturers, and the school staff. After training is complete, it is anticipated that participants will be excited about their new skills and knowledge regarding Adobe Acrobat Software (Sypowicz, 2010). Realizing participants are no longer dependent on other members of an organization, or colleagues to create their questionnaire or survey should come as a relief. Also, it is projected that the learners will improve their attitudes regarding work tasks that involve retrieving raw data for research and other purposes. The training will take place in the school computer laboratories, and each participant will use his/her own computer in order to understand fully the course.

Question 5

The cover page will contain the title or heading of the PDF. It will list class information, course name, as well as the course number. It will also list identification information like the student's number (Sypowicz, 2010).

Finally, it will host information such as the name of the professor, date, and institution. We can use grammar checkers with autocorrect options for any grammar errors with the PDF.