



A PEARSON VUE BUSINESS

ACA CC 2019 InDesign Exam Tutorial

Sections and Timing

This exam has two sections: a section with questions you will answer in this window and a section with tasks you will perform in InDesign.

You will have 50 minutes to complete **both** sections.



After completing the first section, you will see a Section Summary page that allows you to review only the questions in that section. You will **not** be able to revisit those questions after you select the **Submit Section** button on the Section Summary page.

Next, you will see a tutorial that will help you complete the InDesign tasks. Tutorials are not timed. After you complete the second tutorial, you will complete the tasks. You will be able to review only the InDesign tasks from the second Section Summary page. At the end of the exam, you will have the opportunity to leave feedback on questions, tasks, and the exam as a whole.

Select the **Next** button to proceed through the tutorial.

Question Section Navigation

The questions have controls at the top and bottom of the screen that allow you to progress through the section. The following image shows these controls:

The screenshot shows a question interface with the following elements and callouts:

- 1**: Points to the question identifier "Question 10 of 10".
- 2**: Points to the timer "00:21:22".
- 3**: Points to the "Reset Question" button.
- 4**: Points to the horizontal splitter bar separating the question from the answer area.
- 5**: Points to the vertical splitter bar separating the options from the answer area.
- 6**: Points to the "Back" button.
- 7**: Points to the "Help" button.
- 8**: Points to the "Mark for Review" checkbox.
- 9**: Points to the "Leave Feedback" checkbox.
- 10**: Points to the "Summary" button.
- 11**: Points to the "Next" button.

The question text is: "Match each term with its definition." The options are "Milestone", "Scope creep", and "Wireframe". The answer area contains three definitions:

- A request that causes the cost or timeline of the project to increase.
- A significant event in the project schedule.
- A blueprint that shows the information hierarchy.

1. Identifies the question you are completing and the total number of questions in this section. Monitoring your progress using these numbers will help you ensure that you have enough time to complete all questions and tasks on the exam.
2. Reports how much time you have remaining to complete the exam. Time is shown in hours:minutes:seconds.
3. Use the **Reset Question** button to reset all selections on the question. For example, in a Matching item like the one shown above, selecting **Reset Question** returns all options to the list on the left.
4. Use the horizontal splitter bar to change the percentage of the screen height used to display the question versus the answer area.
5. Use the vertical splitter bar to change the percentage of the screen width used to display the options versus the answer area.
6. Use the **Back** button to return to the previous question. Your response will be saved when you select Back.
7. Use the **Help** button to display help for the specific type of question.
8. Check **Mark for Review** if you want to remember to return to this question from the Section Summary screen.
9. Check **Leave Feedback** if you want to remember to leave feedback on this question.
10. Use the **Summary** button to view the list of all items in this section. You can return to any item from the Section Summary screen to continue your work on that item. You can also exit this section of the exam from the Section Summary screen.
11. Select **Next** to save your response and proceed to the next question.

Question Section Summary



After completing the final question, you will reach the Section Summary page.

Each question you marked for review will be indicated. You can navigate to any question from this page. To return to a specific question, select the question number. To return to this page from the question, select the **Section Summary** button. After you finish reviewing tasks, select the **Submit Section**.

00:34:38

Section Summary

The table below shows a list of all the questions. Each question you Marked for Review is indicated. To return to a specific question, select the question number.

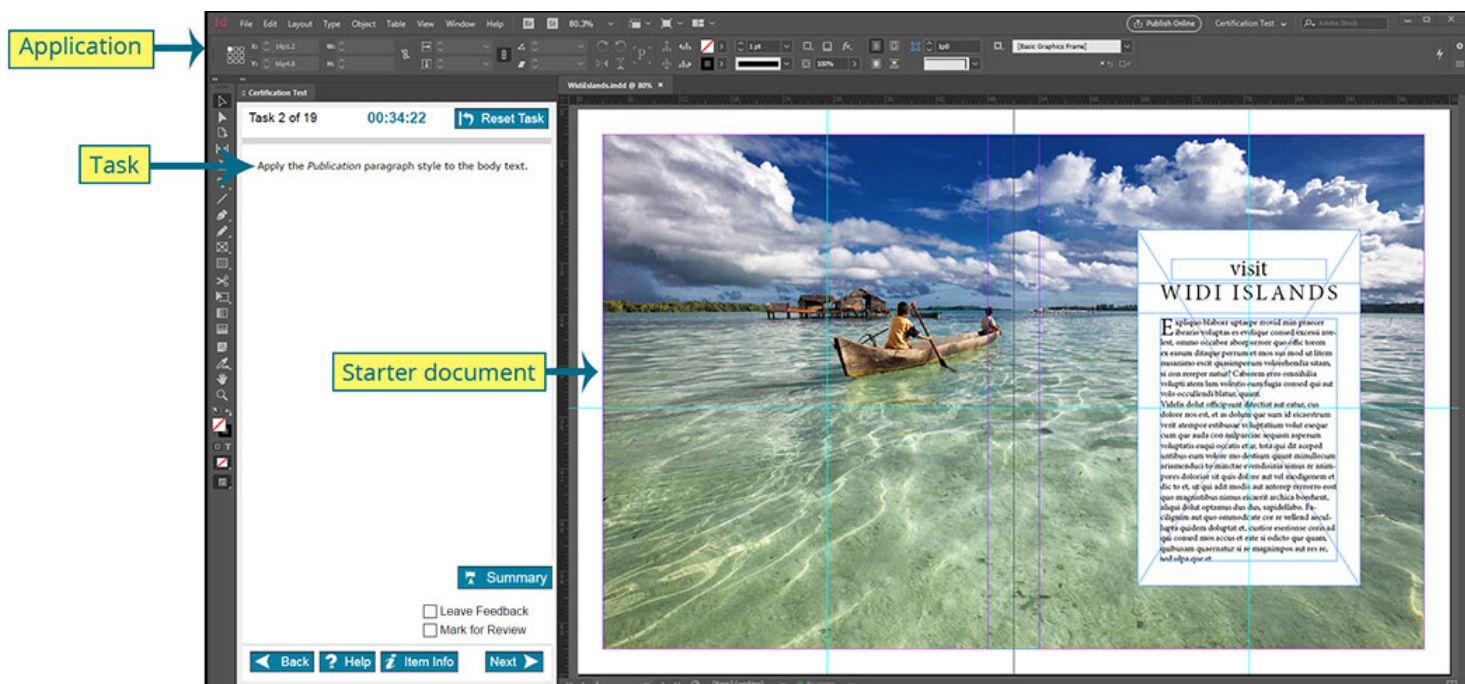
Questions	Marked for Review
InDesign Questions	
Question 1	
Question 2	
Question 3	
Question 4	
Question 5	
Question 6	
Question 7	
Question 8	

Submit Section

InDesign Task Section

In the second section, you will complete tasks using InDesign. Each task is displayed in the Certification Test panel.

Most tasks begin with a starter document loaded. You do not need to save the document after you complete the task, unless you are instructed to do so in the task. Your work on the starter document will be saved automatically when you select the **Next** or **Back** button.



Almost all application functionality is available to you to complete each task. You will receive credit for any method of completion that meets the task requirements.

If InDesign crashes or you need to quit the application while you are taking the test, you can resume the exam where you left off. Your progress will be saved for all tasks you submitted.

A few features will be blocked during the exam. These include:

- Open
- Help
- Adobe Bridge
- Adobe Stock

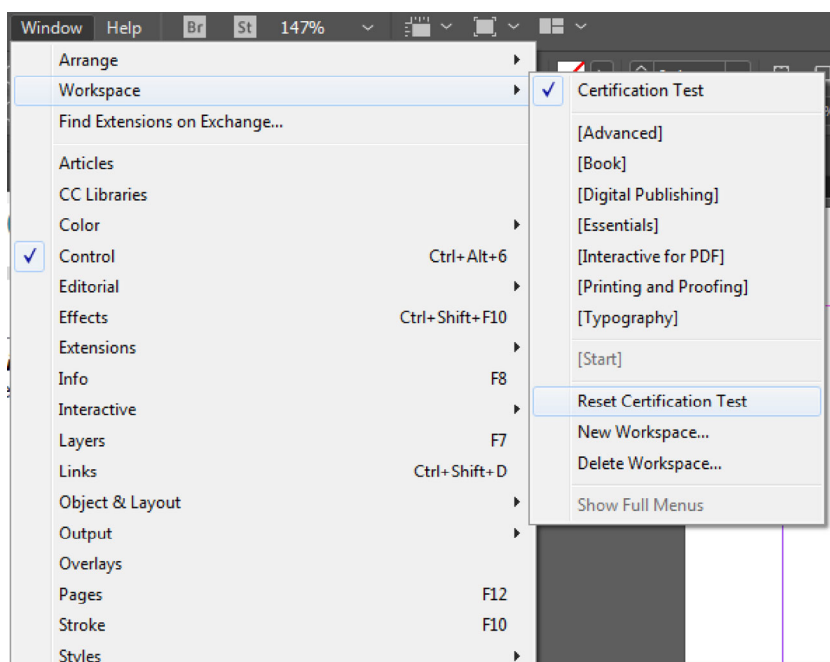
None of these features are necessary to complete the exam.

Working with the Certification Test Panel

The Certification Test workspace contains only the Certification Test panel. You will need to open other workspaces or display other panels from the Window menu in order to complete tasks. The Certification Test panel has also been added to the default workspaces.

The Certification Test panel acts like any other panel in . You can float it, dock it, resize it, and even close it. If you close the Certification Test panel, your task and all navigation buttons will disappear. To get the panel back, reset the Certification Test workspace by selecting **Window | Workspace | Reset Certification Test**.

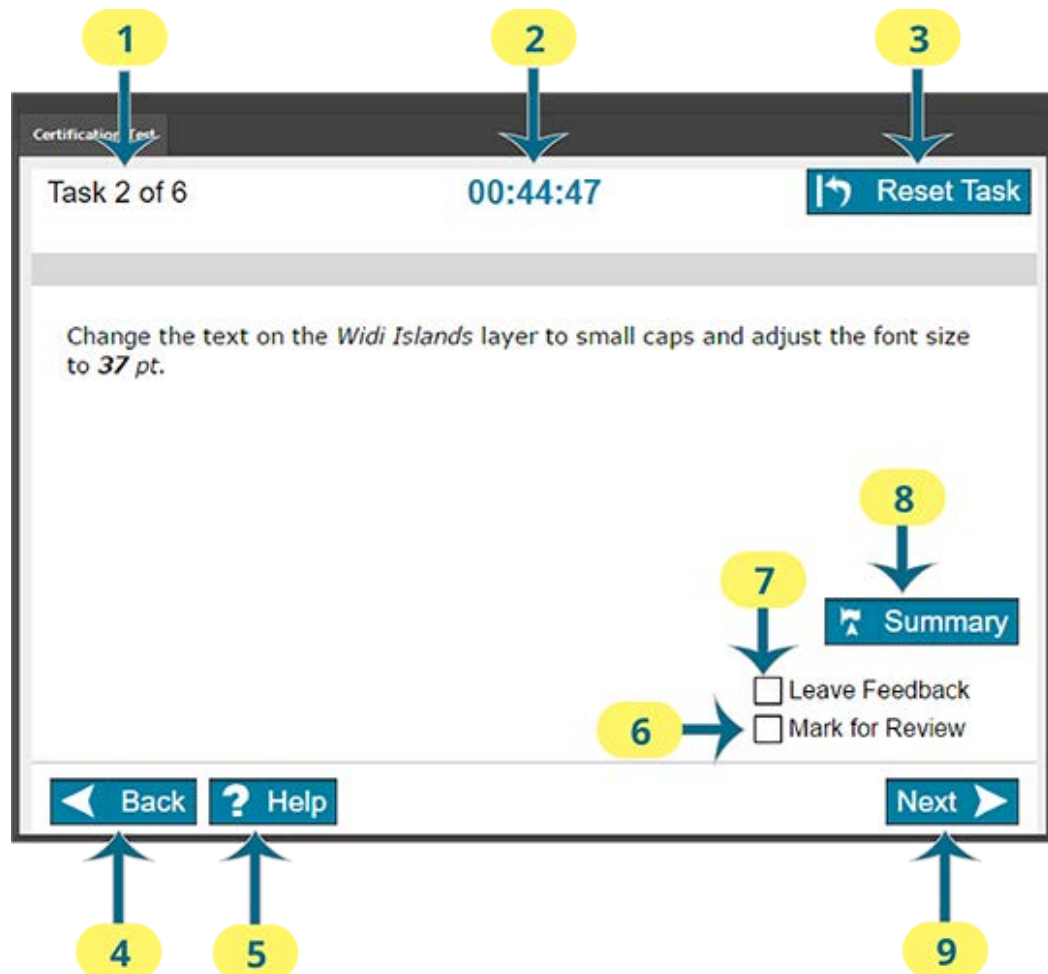
Important: Do not reset any of the default workspaces. Doing so will cause the Certification Test panel to be removed from that workspace.



InDesign Task Navigation

The Certification Test panel includes the controls you need to navigate the exam and manage your time. The following image shows these controls.

1. Identifies the task you are completing and the total number of tasks on the exam. Monitoring these numbers will help you ensure you have enough time to complete all tasks.
2. Reports how much time you have remaining to complete the exam.
3. Use the **Reset Task** button to reset the document to its starting state. You will need to successfully complete the task again to score a point, so use this button with caution.
4. Use the **Back** button to return to the previous task. Selecting the **Back** button saves any work you have done on the current document.
5. Use the **Help** button to display general help for the InDesign task item type. **Note:** This is not an application Help button.
6. Check **Mark for review** if you want to remember to return to this task from the Section Summary screen.
7. Check **Leave Feedback** if you want to remember to leave feedback on this task.
8. Use the **Summary** button to view the list of all items in this section. You can return to any item from the Section Summary screen to continue your work on that item. You can also exit this section of the exam from the Section Summary screen.
9. Select **Next** to save your document and proceed to the next task.



Task Instruction

The text in the Certification Test panel describes the task you must perform to receive a correct score.

Here are some guidelines to keep in mind:

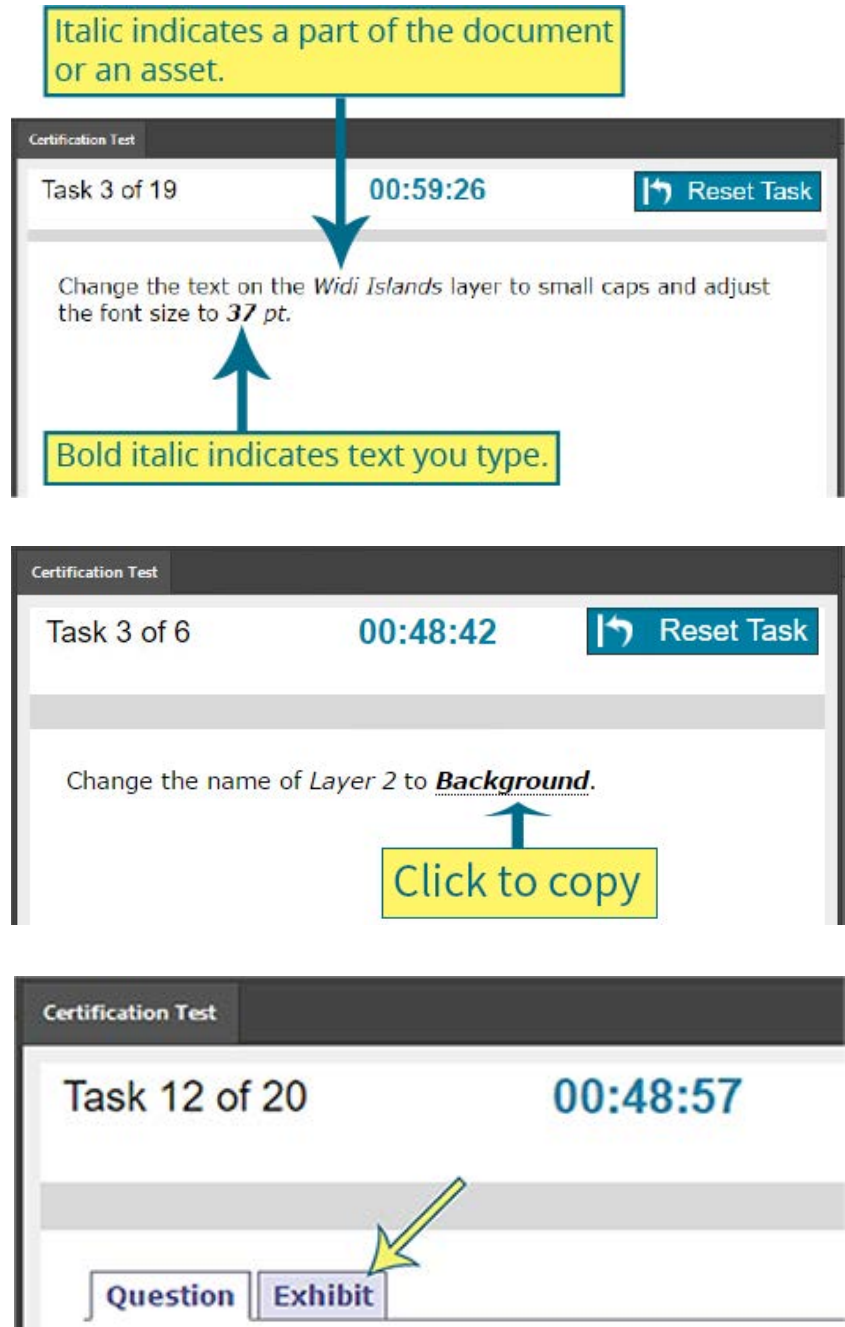
- You only need to change the settings specified in the task. If a setting value is not specified, keep the default value.
- Do not make any additional changes to the starter document. For example, only change layer names and groups if the task requires it.
- If you are asked to save or export a file, always save it at the default location or the location specified in the task. Do **not** navigate to other folders.
- Do **not** add assets to CC Library.

Italicized text refers to a filename you must import or an existing part of the document. For example, italicized text might reference a layer or text in a document.

Bold italicized text is text that you must type.

The dotted underline indicates text that you can click to copy and then paste into InDesign. If you want to paste text in a dialog box, copy the text before opening the dialog.

The **Exhibit** tab provides reference images to help you complete tasks. For tasks that have exhibits, click the **Exhibit** tab in the Certification Test panel to see the reference image.



Task Section Summary




After completing the final task, you will reach the Section Summary page.

Each task you marked for review is indicated. You can navigate to any task from this page. To return to a specific task, select the task number. To return to this page from the task, select the **Section Summary** button. After you finish reviewing tasks, select the **Finish Section** button.

00:33:51

Section Summary

The table below shows a list of all the tasks. Each task you Marked for Review is indicated. To return to a specific task, select the task number.

Tasks	Marked for Review
InDesign Tasks	
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	
Task 7	
Task 8	
Task 9	
Task 10	
Task 11	
Task 12	

Finish Section

Exam Feedback

After completing the task section, select the **Leave Feedback** button to leave feedback on individual questions or tasks.



You will see the first question. Leave feedback on that question by selecting the **Leave Feedback** button. You can navigate through the questions and tasks using the **Next** and **Back** buttons. You cannot make changes to your answers while leaving feedback.



To view a list of all questions and tasks, select the **Section Summary** button to visit the Exam Summary page. Each question or task you marked for feedback is indicated. You can navigate to any question or task from this page by selecting its hyperlink. After you finish leaving feedback on individual questions and tasks, select the **Finish Section** button to view the Thank You page.

Select the **Next** button to leave feedback for the exam. On the exam feedback page, you can provide feedback using the prompts, or enter your own feedback. Select the **Next** button to review your Score Report.

00:09:15

Exam Summary

The table below shows a list of all of the questions and tasks. Each task you marked for Leave Feedback is indicated. To return to specific question or task, select the question or task number.

Tasks	Marked for Feedback
InDesign Questions	
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	
Task 7	
Task 8	
InDesign Tasks	
Task 1	
Task 2	
Task 3	
Task 4	
Task 5	
Task 6	

Finish Section

Leave feedback about the exam


You may enter feedback about the exam below.

1. Tell us what you liked about the exam.
2. Tell us what you didn't like about the exam.
3. Did you experience any technical problems? If so, please describe them.

Next 

Score Report

You must select the **Exit Exam** button to upload your score report. You cannot save or print your Score Report while in the exam. After your Score Report has been uploaded, you can view and print it by logging into the Certiport website.

**CERTIFIED ASSOCIATE**

Exam Score Report

Candidate

Exam Name

Print & Digital Media Publication using Adobe InDesign CC 2019 (v 14.x)

Results	100	200	300	400	500	600	700	800	900	1000
Required Score										
Your Score										

Section Analysis

Working In The Design Industry	100%
Project Setup and Interface	56%
Organizing Documents	33%
Creating and Modifying Document Elements	36%
Publishing Documents	80%


Final Score

Required Score	700
Your Score	738

Outcome

Pass	✓
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Exit Exam