

Appian Administrator Training

COURSE CONTENT

GET IN TOUCH



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About Multisoft

Train yourself with the best and develop valuable in-demand skills with Multisoft Systems. A leading certification training provider, Multisoft collaborates with top technologies to bring world-class one-on-one and certification trainings. With the goal to empower professionals and business across the globe, we offer more than 1500 training courses, which are delivered by Multisoft's global subject matter experts. We offer tailored corporate training; project Based Training, comprehensive learning solution with lifetime e-learning access, after training support and globally recognized training certificates.

About Course

The Appian Administrator Training by Multisoft Systems is meticulously designed to equip professionals with the knowledge and skills needed to manage and maintain Appian's low-code automation platform effectively.

Module 1: Using the Workspace

1. Exploring the interface
 - ✓ Navigating the main menu and submenus
 - ✓ Recognizing standard tool icons
 - ✓ Identifying interface elements
2. Choosing a workspace
 - ✓ Default vs. custom workspaces
 - ✓ Setting workspace preferences
3. Opening a file
 - ✓ Supported file formats
 - ✓ Using the open dialog box
 - ✓ Accessing recent files
4. Using artboards
 - ✓ Creating and managing multiple artboards
 - ✓ Resizing and repositioning artboards
5. Changing your view
 - ✓ Overview of view modes (outline, GPU preview, etc.)
 - ✓ Switching between different views
6. Zooming and scrolling
 - ✓ Utilizing the zoom tool
 - ✓ Keyboard shortcuts for efficient navigation
7. Using tools and panels
 - ✓ Identifying main tool groups
 - ✓ Customizing toolbars

8. Exploring the Control panel
 - ✓ Adjusting object properties
 - ✓ Accessing tool options
9. Working with panels and the dock
 - ✓ Managing panel groupings
 - ✓ Using the docking feature

Module 2: Learning Essential Skills

1. Using the shape tools
 - ✓ Overview of basic shapes (rectangle, ellipse, etc.)
 - ✓ Customizing shapes
2. Repositioning and resizing shapes
 - ✓ Using bounding boxes
 - ✓ Keyboard shortcuts for manipulation
3. The Transform panel
 - ✓ Rotating and skewing objects
 - ✓ Reflecting and shearing transformations
4. Constraining a shape
 - ✓ Maintaining aspect ratios
 - ✓ Constraining movement
5. Entering exact dimensions
 - ✓ Using the properties panel
 - ✓ Inputting specific values

6. Selecting artwork

- ✓ Using the selection vs. direct selection tool
- ✓ Marquee selections

7. Using the shape and transform tools

- ✓ Combining multiple shapes
- ✓ Pathfinders and shape modes

8. Introducing layers

- ✓ Layer hierarchy and structure
- ✓ Layer visibility and locking

9. Cutting and pasting objects

- ✓ Using the clipboard
- ✓ Cut, copy, and paste in place

10. Repeating transformations

- ✓ Using the Transform Again feature
- ✓ Copying transformations

Module 3: Adding Color

1. Exploring the Appearance panel

- ✓ Managing fill and stroke
- ✓ Multiple attributes and effects

2. Changing colors

- ✓ Utilizing the color picker
- ✓ Hex, RGB, and CMYK inputs

3. Adding effects

- ✓ Overview of Illustrator effects (blur, drop shadow, etc.)
- ✓ Applying and adjusting effects

4. Using Live Paint

- ✓ Creating Live Paint groups
- ✓ Coloring with the Live Paint bucket

5. Adding a symbol

- ✓ Understanding symbols in Illustrator
- ✓ Placing and scaling symbols

6. Saving swatches

- ✓ Swatch libraries
- ✓ Custom swatch creation

7. Selecting the same color

- ✓ Using the Select Same feature
- ✓ Adjusting artwork uniformly

8. Creating a color group

- ✓ Grouping related colors
- ✓ Using color harmonies

9. Using the Color panel

- ✓ RGB vs. CMYK modes
- ✓ Spot and process colors

10. Adding Pantone colors

- ✓ Accessing the Pantone library

- ✓ Applying Pantone colors to artwork

Module 4: Using the Drawing Tools

1. Understanding the Pen tool
 - ✓ Basic pen tool mechanics
 - ✓ Drawing straight and curved lines
2. Straight, curved, and hinged lines
 - ✓ Drawing techniques and best practices
 - ✓ Modifying anchor points
3. Tracing images
 - ✓ Setting up a trace
 - ✓ Adjusting trace settings for best results
4. Creating a tracing template
 - ✓ Preparing an image for tracing
 - ✓ Locking and using templates
5. Working with Image Trace
 - ✓ Preset options for image trace
 - ✓ Refining trace results
6. Using the Line, Pencil, and Eraser tools
 - ✓ Drawing freeform lines
 - ✓ Editing and refining paths
7. Editing existing paths
 - ✓ Adjusting anchor points and handles
 - ✓ Reshaping paths

8. Adding and removing points
 - ✓ Using the Add Anchor and Delete Anchor tools
 - ✓ Refining path shapes
9. Cutting and joining paths
 - ✓ Utilizing the Scissors and Join commands
 - ✓ Segment and path manipulation
10. The Shape Builder
 - ✓ Combining and subtracting shapes
 - ✓ Custom shape creation

Module 5: Additional Color Options

1. Adding tonal values with gradients
 - ✓ Linear vs. radial gradients
 - ✓ Gradient stops and color transitions
2. Customizing an existing gradient
 - ✓ Adjusting gradient orientation and spread
 - ✓ Editing gradient colors
3. Saving a gradient
 - ✓ Storing custom gradients
 - ✓ Gradient libraries
4. Using the Gradient panel
 - ✓ Detailed gradient adjustments
 - ✓ Gradient sliders and options

5. Updating a gradient

- ✓ Editing and reapplying gradients
- ✓ Overriding existing gradients

6. Creating a pattern

- ✓ Designing repeatable patterns
- ✓ Defining pattern swatches

7. Applying a pattern

- ✓ Filling objects with patterns
- ✓ Adjusting pattern scales and rotation

8. Editing a pattern

- ✓ Editing mode for patterns
- ✓ Updating and saving pattern changes

9. Locating existing patterns

- ✓ Accessing Illustrator's pattern libraries
- ✓ Importing external patterns

10. Using the Color Guide

- ✓ Exploring color variations
- ✓ Generating color harmonies

Module 6: Adding and Formatting Text

1. Formatting text

- ✓ Character adjustments (size, font, kerning)
- ✓ Setting text color and effects

2. Paragraph formatting

- ✓ Text alignment and spacing
- ✓ Indentation and bullets

3. Using paragraph and character styles

- ✓ Creating and managing styles
- ✓ Style overrides and updates

4. Editing styles

- ✓ Updating global text styles
- ✓ Clearing and reapplying styles

5. Putting text on a path

- ✓ Flowing text along curves and shapes
- ✓ Adjusting text on a path

6. Warping text

- ✓ Using the warp text feature
- ✓ Custom warping adjustments

7. Putting text in a shape

- ✓ Area text vs. point text
- ✓ Text overflow and linking

8. Creating outlines

- ✓ Converting text to shapes
- ✓ Editing text as paths

9. Checking spelling

- ✓ Running a spell check

- ✓ Correcting spelling errors

10. Using Find and Replace

- ✓ Searching for specific text
- ✓ Batch text replacement

Module 7: Using Layers

1. Getting to know the Layers panel

- ✓ Layer hierarchy
- ✓ Visibility and locking options

2. Using layers to organize an illustration

- ✓ Creating a structured document
- ✓ Layer naming and organization

3. Selecting using the Layers panel

- ✓ Targeting specific layers and objects
- ✓ Quick selections and isolations

4. Creating new layers

- ✓ Adding layers and sublayers
- ✓ Layer order and stacking

5. Showing and hiding layers

- ✓ Layer visibility toggles
- ✓ Solo mode and layer previews

6. Locking and unlocking layers

- ✓ Protecting content from edits
- ✓ Batch locking and unlocking

7. Rearranging layers

- ✓ Changing layer order
- ✓ Nesting and Un-nesting layers

8. Moving items between layers

- ✓ Dragging objects across layers
- ✓ Organizing artwork within layers

9. Remembering layers when pasting

- ✓ Pasting objects to original layers
- ✓ Using Paste in Place

10. Creating a template layer

- ✓ Setting up non-printing layers
- ✓ Using templates for consistent design.