



CATALOGS OF TRAININGS

# Develop your skills in IT



Office   Web and design   IT   Information and communication technologies

## **Bureautique**

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## Bureautique

## Discovery of MS Office (Word, Excel, Powerpoint et Outlook)

 **2 Days**     **590€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

The course provides beginner concepts required to use the main products of the MS Office suite.

#### Prerequisite

Basic computer concepts, skills and knowledge of Windows.

#### Contents

##### Word (1/2 day)

- Introduction to Word, the environment: Quick Access toolbar, Ribbon and tabs
- Input and edit data
  - Enter and edit text
  - Move and select
  - Copy and move text
- Formatting
  - Characters (Font, size, effects, ...)
  - Paragraphs (alignments, indents, ...)
- Managing documents
  - Open, New, Close
  - Save
- Page Layout
  - Margins
  - Orientation
  - Page numbering
- Printing documents

## Excel (1/2 day)

- Introduction to Excel: workbooks, worksheets and cells
- Create a table
  - Enter and edit data in cells
- Formatting data
  - Font, size, borders, alignments
  - Number formatting
- Managing columns and rows
  - Insert and delete
  - Width and Height
- Calculation
  - Basic formulas
    - Basic operations ( + - \* / )
    - Relative and absolute references
  - Autosum
- Copy and move cells
- Manage worksheets: add, rename, move, copy and delete
- Save a document
- Page layout and print a table

## PowerPoint (1/2 day)

- Create a presentation
  - Add a new slide
  - Slide layouts
- Edit slides
  - Text Boxes (formatting, levels, bullets, layout)
  - Add shapes and pictures
- Different views in PowerPoint
- Slide show



- Manual presentation
- Automatic presentation with timing
- Transition effects

## Outlook (1/2 day)

- All functionalities of Outlook
- Electronic mail
  - Interface: MailBox, folders
  - Create and send an e-mail
  - Reply and Forward an e-mail
  - The Reading pane
  - Options (Delivery and Read receipts)
- Folders
  - Create a folder
  - Move and copy mails
  - Delete
- Overview of the Calendar
  - The views
  - Add an event
  - Add an appointment

## OneNote for Windows 10 (Microsoft 365)

 **0.50** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Using OneNote to write and share notes

#### Prerequisite

Knowing the Windows environment and what OneDrive is all about

#### Contents

##### Introducing OneNote

- The components of the screen
- The OneNote environment: notebooks, tabs and pages
- Type or write notes on a page
- The ribbon
- The help

##### Adding information in OneNote

- Write a note
  - Typed Note
  - Written Note
  - Dictation note
- Insert a capture
- Insert a Print out
- Insert a table
- Inserting files
- Insert links
- Recording an audio file using your microphone
- Moving notes on a page
- Moving, modifying drawings

##### Modifications



- Formatting notes
- Use styles
- Using tags

## Search

- Text search
- Search for text in images
- Search by tag

## Export

- Print a note page
- Creating a PDF using a printer

## Sharing

- Sharing a notebook using OneDrive
- Restore previous versions of a note
- Restore deleted notes
- Search by author
- Protect a section by password

## Interaction with other programs Office

- Send email in OneNote (Only available from some versions of Outlook!)
- Insert meeting details in a note (Only available if the mailbox is hosted by Microsoft (Exchange Online))

## Search

- Content-based search
- Search based on tags
- Changing the default search scope of a search

## Access - Forms

 **0.50 Day**     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create a form to edit and display data.

#### Prerequisite

Know about relational databases, Access tables and queries.

#### Contents

##### Form design

- Create a form using the wizard
- Display a form in design view
- Edit a form's properties

##### Add and edit controls

- Create and edit controls bound to data
- Create unbound controls
- Create calculated controls
- Manage controls
- Change the tab order of controls on a form

##### Subforms

- Create a form with a subform
- Manage subforms

## Access 2013, 2016, 2019, Microsoft 365 Apps for Enterprise Advanced

 **2 Days**     **500€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to use advanced tools in Access databases.

#### Prerequisite

Basic Access skills

#### Contents

##### Queries

- Action Queries
  - Deleting records
  - Creating a table
  - Adding records to a table
  - Updating records

##### Creation of forms and reports

- Form creation
  - Creating an instant form
  - Creating a form by using the assistant
  - Displaying a form in Design view
  - Ordering access to the form's fields
  - Modifying form properties
  - Accessing the form's source query
  - Creating a form with a subform
  - Managing subforms
  - Inserting fields from several tables
  - Preventing access and modification of a field
  - Defining a data entry form

- Report creation
  - Creating a report by using the assistant
  - Displaying the report in design mode
  - Sorting the data
  - Inserting a subreport
  - Creating a report for printing labels
  - Modifying the labels page setup
- Report grouping and printing
  - Grouping records
  - Printing each group on a single page
  - Avoid printing headers/footers
  - Avoid printing duplicates

## Design mode

- Bound controls
  - Inserting a text box
  - Inserting a checkbox, option button, or a toggle button
  - Creating a fixed data list
  - Creating a list which shows data from another table
  - Inserting an option group in a form
  - Changing the type of a control
  - Inserting an object
- Unbound controls
  - Creating a label
  - Drawing a rectangle or a line.
  - Tab control
  - Inserting a page break
  - Inserting an image
- Calculated controls
  - Creating a calculated control
  - Creating a conditional calculation
  - Using the expression builder
- Managing controls
  - Applying/removing tabular or stacked layouts
  - Selecting controls

- Deleting controls
- Formatting controls
- Modifying a number format
- Modifying the pages' layout of a tab control
- Creating a customized format
- Creating conditional formats
- Sections
  - Displaying/Hiding the sections
  - Modifying the height of a section

## Macros

- Creating a macro
- Creating an independent macro
- Running a macro when the database opens
- Associating a macro with a form/report/control
- Modifying a macro
- Running conditional actions
- Referring to a field/property
- Running another macro
- Defining properties values in a macro
- Displaying the help on a built-in function or on a macro action

## Optional points: Copy/ Import/ Export

- Export a table or an access query in Excel and establish a connection
- Exporting an object to another database
- Exporting an object to a text file
- Importing or attaching data from a text document
- Importing or attaching data from another access database
- Running a saved export/import

## Access - Reports

 **0.50** Day     **150€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create a report to print and display data.

#### Prerequisite

Know about relational databases, Access tables and queries.

#### Contents

##### Report design

- instant
- using the assistant

##### Edit a report's structure

- Report sections
- Handling controls

##### Sort and group records

##### Calculations in reports

- Create report calculations using the Wizard
- Create a calculated control
- Use the expression builder

##### Setup and print

- Page setup
- Print preview





- Print or save a report to PDF
- Print only selected records
- Print each group on a page
- Change header/footer
- Do not print duplicates

#### Create labels

## Access - Queries

 **0.50** Day     **150€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create query to display and edit data.

#### Prerequisite

Know about relational databases.

#### Contents

##### Select queries

- Create a query to retrieve data from a single table
- Create a query to retrieve data from multiple tables
- Set a query's criteria
- Create a parameter query
- Create a calculated field in a query
- Create groups and aggregates in a query

##### Action queries

- Create an append query
- Create a delete query
- Create an update query
- Create a make-table query

##### Create a crosstab query

## Access – Database Creation

 **0.50** Day     **150€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create an Access database.

#### Prerequisite

Know the Windows environment. No Access knowledge required.

#### Contents

##### Relational database design

- Table Design
- Relational schema design

##### Terminology

- Create a database table
- Edit a the structure of a table in datasheet view
- Edit the structure of a table in design view
- Set field properties
- Create a combobox (dropdown list)
- Index a field
- Set a primary key

##### Relationships

- Create a relationship between two tables
- Enable referential integrity
- Manage database relationships
- Display/edit related data in a subdatasheet



- Print database relationships

## Access 2013, 2016, 2019, Microsoft 365 Apps for Enterprise Introduction

 **2 Days**     **500€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to understand and create the structure of an Access database.

#### Prerequisite

Basic Windows skills

#### Contents

##### Environment

##### General topics

- Launching Microsoft Access
- Exiting Microsoft Access
- Using/Managing the Ribbon
- Displaying/Hiding the tool tip texts
- Navigation pane
- Customizing the Quick access toolbar
- Moving the quick access toolbar
- Cancelling/Restoring the manipulations

##### Help

- Searching help by using keywords

##### Databases

- Thinking about the database purpose
- Creating a new Database
- Opening/Closing a database

- Managing the prior database formats
- Compacting and repairing a database
- Saving a database

## Introduction to database objects

- Access database objects: tables, queries, forms, reports ...
- Modifying the display/items order
- Searching an object
- Managing the objects

## Tables

- Table structure
  - Creating a table
  - Modifying the structure of the table with the Design/Datasheet view
  - Modifying field properties
  - Creating a list of values
  - Creating a multivalued list based on permanent data
  - Indexing a table
  - Defining a primary key
- Relationships between the tables
  - Establishing a relationship between two tables
  - Managing database relationships
  - Displaying/ Modifying linked data in a sub-datasheet

## Data management

- Records
  - Entering information in the datasheet
  - Managing the datasheet
  - Adding/ Modifying/ Deleting a record
  - Sorting data
  - Filtering the information
  - Adding/Hiding a total row in a datasheet
  - Inserting a hyperlink
  - Searching a value in the records
  - Replacing a value

- Data printing
  - Using the print preview
  - Modifying print margins and orientation
  - Printing an object

## Queries

- Selection queries
  - Creating a query based on a single table
  - Creating a multi-table query
  - Defining query properties
  - Managing the Design grid
  - Running a query
  - Defining criteria
  - Defining a parameter
  - Modifying the join type in a multi-table query
  - Creating a non-matching query by using the assistant
  - Creating a query which allows to find duplicates by using the assistant
  - Inserting a calculated field in a query

## Creation of forms and reports

- Creating a Form
  - Creating an instant form
  - Creating a form with the assistant
  - Displaying a form in design view
- Creating a Report
  - Creating a report by using the assistant
  - Sorting data
  - Creating Labels by using the Report's wizard
  - Modifying the labels page setup
  - Printing a report for some records
  - Grouping records
  - Inserting a summary calculation in a report

## Microsoft Forms - Introduction

 **0.50** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Developing different kinds of questionnaires

#### Prerequisite

Be familiar with the Office 365 environment

#### Contents

##### The interface

- The Office 365 environment and its different tools
- Presentation of the Microsoft Forms application
- Customizing the appearance of Forms

##### Getting comfortable with Forms

- Creating a basic form or questionnaire with Microsoft Forms
- How to define mandatory fields on a question
- Distributing the finished form or questionnaire
- Generating surveys and polls
- Sharing and duplicating a forms file
- Stop sharing a forms file

##### Using Microsoft Forms with One Drive / Sharepoint

- Creating a form from One Drive / Sharepoint
- Editing a forms document created from One Drive / Sharepoint

##### Analysing responses



- Viewing and analysing results with Microsoft Excel (Power Automate)

### **The different types of questionnaires**

- The different types of evaluation: diagnostic, formative, summative
- Before you start: think, conceptualise before you act
- Designing a relevant questionnaire
- What educational objectives?
- Choice of question type(s)
- Structure, hierarchy of questions, guiding / leading thread
- Use / insertion of diagrams, photos, etc.

### **The different types of questions and their pros and cons**

- True / False
- MCQS
- Matching
- Open (or semi-open) short answer question
- Numerical answer (with range)
- Questions to reduce the effect of chance

## Visio 2016, 2019

 1 Day    € 250€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Create diagrams and organization charts with Visio.

#### Prerequisite

Good knowledge of Windows.

#### Contents

##### Introduction

- The environment

##### Drawing tools

- Create a shape
- Add text to a shape
- Add connectors between shapes
- Shapes properties
- Position, size and rotation
- Alignments, distribution, foreground and background, manipulations on shapes
- Formatting: Fill, borders, shadows, text

##### Managing documents

- Save a drawing
- Export a drawing to Word or PowerPoint
- Open, close a document

##### Stencils



- Using a stencil
- Create a drawing with one or more stencils
- Create a customized stencil

## Templates

- Using templates in Visio
- Flow Charts
- Organization Charts

## Page layout & Print

## Visio 2013

 1 Day    € 250€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Create diagrams and organization charts with Visio.

#### Prerequisite

Good knowledge of Windows.

#### Contents

##### Introduction

- The environment

##### Drawing tools

- Create a shape
- Add text to a shape
- Add connectors between shapes
- Position, size and rotation
- Alignments, distribution, foreground and background, manipulations on shapes
- Formatting: Fill, borders, shadows, text

##### Managing documents

- Save a drawing
- Export a drawing to Word or PowerPoint
- Open, close a document

##### Stencils

- Using a stencil
- Create a drawing with one or more stencils
- Create a customized stencil



## Templates

- Using templates in Visio
- Flow Charts
- Organization Charts

## Page layout & Print

## Upgrade Office 2010 to Office 2019

 1 Day    € 245€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to know the changes between Office 2010 and 2019

#### Prerequisite

Basic knowledge of the Windows environnement

#### Contents

##### Office

- The Tell me what you want to do area
- Smart Lookup
- The Share button
- Digital inking
- Microsoft Translator Integration

##### Word

- Editing PDFs
- Design tab
- Insertion of Video from the Web (other new insertions)
- Simplified Track Changes
- Replying to a comment
- Resume Reading Feature
- Simplified addition of rows and columns in tables
- Table border styles and formatting

##### Excel

- Recommended pivot tables and charts
- Reorganization of tools for pivot tables
- The Timeline slicer
- Reorganization of tools and new graphics
- New functions (Concat, Textjoin, Ifs, Xor, ...)
- The Quick Analysis tool
- The FlashFill
- Power Query integration to import data
- Creating a simple data model

## PowerPoint

- New themes in 16:9 format and variations of themes
- Using sections
- New transition effects
- New animation effects
- Summary Zoom
- Dynamic preview of image position and alignment/spacing guides
- Merge shapes feature
- The Eyedropper tool
- The new presenter mode

## Outlook

- The interface
- Overview of calendar events
- The read/unread filter (and focus)
- Changing the search perimeter from the inbox
- Replying or forwarding a message from the preview pane
- View your calendar from the meeting invitation message
- The calendar weather forecast
- The people view of contacts



- The simplified form for editing contacts
- Favourite contacts



## Upgrade MS Office 2016 (Word, Excel, PowerPoint)

🕒 1 Day € 245€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

This training shows the differences between Office 2010 and 2016

#### Prerequisite

Good knowledge of the MS Office 2010 applications (Word, Excel & PowerPoint)

#### Contents

##### New environment Office 2016

- The Start screen
- New look of the Backstage View
- Hide the Ribbon
- Office Add-ins
- The Formatting Panel
- The new "Tell me what you want to do" box
- The Smart Lookup tool
- Ink equation
- Pick up reading where you left
- Illustrations

##### Word

- Editing Pdf
- New Design tab (Themes and Style sets)
- Inserting online videos
- Alignment guides for objects
- Layout Options icon for Pictures/Shapes

- New features for Tables
- Improved reading mode
- Collapse headings
- Simplified track changes and reply to an existing comment

## Excel

- A few new functions
- The Quick Analysis tool
- Charts: new types, chart filter icon, new contextual tabs, new data labels features ...
- The Recommended Pivot Tables and Charts
- Pivot Table enhancements, Timelines
- Data models
- Get & Transform
- 3D Maps
- Slicers on data lists
- The Flash Fill

## PowerPoint

- Compatibility with large screens or HD (16: 9 by default)
- Theme Variations
- New formatting pane
- Improved Smart Guides
- Combining shapes to create personalized shapes
- New color picker tool
- More Quick Shape Formatting
- Ink Annotations
- Animations: Improvements for motion paths
- New transition effects
- Improved support for video and audio elements
- Audio play in background during the slideshow



- Recording a video
- Presenter mode on a single monitor
- Automatic configuration of the monitor
- Zoom into a slide during a slideshow
- The Slide Browser
- The new Comments panel

## OneNote 2013, 2016

 0.50 Day    € 155€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Using OneNote to take and share notes

#### Prerequisite

Knowing the Windows environment

#### Contents

##### Introducing OneNote

- The components of the screen
- The OneNote environment: notebooks (notepads), sections and pages
- The notes writing area
- Toolbars (markers, drawings, tasks, ...)
- The help

##### Adding information in OneNote

- Write a note
  - Typed Note
  - Written note
  - Drawing
- Insert screenshots
- Insert an Excel table
- Insert a Print out
- Insert a capture
- Insert a table
- Insert video and/or audio media
- Quick note: Desktop reminder
- Moving notes on a page

- Moving, modifying drawings

## Modifications

- Formatting notes
- Use styles
- Using tags

## Search

- Text search
- Search for text in images
- Search by tag

## Export

- Export your notes to Word
- Export your notes in PDF
- Exporting your notes in OneNote format
- Sent a page by email

## Share

- Create shared notebooks
- Restore previous versions of a note
- Restore deleted notes
- Search by author
- Protect a section by password

## Create a linked note

## Interaction with other Office programs (Outlook, Word)

- Take Outlook meeting notes
- Inserting details of a meeting in a note
- Adding Outlook Tasks from OneNote

## Template



- Using a page template
- Create your page template
- Define its standard page template in a section

## Microsoft Teams

 **0.50** Day     **140€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Use Microsoft Teams to share information and collaborate

#### Prerequisite

To be familiar with the Windows environment.

#### Contents

##### Interface

- What is Microsoft Teams?
- Features
  - Activities
  - Chat
  - Work groups (Teams)
  - Meeting
  - Files
  - Other applications

##### The work groups (Teams)

- Create/get a team
  - Type of team
  - Adding members
  - Member roles
  - Adding guests (Guest)
  - Modify/delete a team
- Creating channels (Channel)

- Managing channels
- Using the conversation tab
- Saving messages
- Using the Wiki tab
- Adding tabs
- User and team mentions

## The chat

- Contacting a colleague or group of colleagues directly
- Making an audio and video call
- Send files
- Schedule a meeting
- Use a bot(s)

## Other applications

- Add and use other applications

## The user profile

- Availability
- Saved items
- Settings
- The mobile and desktop application



## MS Project - Options avancées

 1 Day    € 490€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Utiliser MS Project afin de planifier des projets complexes.

#### Prerequisite

Avoir une bonne connaissance préalable de l'outil.

#### Contents

##### Les ressources

- Les options de ressources :
  - Capacité maximum,
  - Heures supplémentaires,
  - Tables de coûts.
- La résolution des sur allocations et nivellement.

##### Les calendriers

- Les niveaux de calendriers.
- Calendrier de projet.
- Calendriers de ressources.
- Création d'un calendrier personnalisé et partagé.

##### Les vues

- Tables et personnalisation (organisateur notamment).

##### Suivi du projet

- Planning de référence.
- Vues de suivi : P.E.R.T., chemin critique, tâches en retard...



## Autres options

- Outils de suivi de projets multiples.
- Partage de ressources.
- Champs personnalisés.

## Excel Microsoft 365 Apps for Enterprise Introduction

 **2 Days**     **500€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Being able to create tables and manage them; to format and manipulate data; to create and print charts from Excel data.

#### Prerequisite

Knowledge of the Windows work environment.

#### Contents

##### Excel environment

- The Excel environment: Quick Access toolbar, ribbon and tabs
- Customize Quick Access toolbar and the ribbon
- Live Preview and Paste Preview

##### Manage spreadsheets

- Add, rename, delete a worksheet
- Move and copy a sheet
- Define a tab color
- Change the height or width of the formula bar

##### Manage Tables

- Enter and validate data
- Manage rows and columns: add, resize, delete, hide / show
- Find / Replace data
- Copy / paste data

##### Document Management

- Create / open / save a document
- Headers and footers

- The « Page Layout » view

## Calculate

- Enter and copy formulas
- Smart tags

## Functions

- Insert Function using the wizard
- Insert function manually, semi-automatic formula input

## Format table

- Format cells
- Using styles
- Predefined conditional formats

## Present data with a graph(Chart)

- Create a chart
- Change / format a Chart
- Use the chart styles
- Create and use a chart template
- Sparklines

## Analyze the data tables

- Create a data table (Insert Table)
- Sort and filter data tables
- List filters with search box
- Sort and filter by font or fill color
- The Flash Fill

## Excel 2013, 2016, 2019 - Functions 1

 0.50 Day    € 155€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create formulas including one or more functions.

#### Prerequisite

Basic knowledge of Excel.

#### Contents

##### Use the function wizard:

- Search,
- Categories,
- Arguments,
- Help

##### Use absolute references in formulas

##### Statistical functions

- MAX, MIN, AVERAGE, COUNT, COUNTIF(S), COUNTA...

##### Text functions

- MID, RIGHT, LEFT, CONCATENATE...

##### Logical

- IF

##### Date and Time

- TODAY, DATEDIF, DATE, YEAR, MONTH, DAY...



## Excel Microsoft 365 Apps for Enterprise Advanced

 **2 Days**     **500€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Being able to use the advanced spreadsheet functionalities.

#### Prerequisite

Basic Excel skills.

#### Contents

##### Functions (refresh)

- Insert Function using the wizard
- Insert function manually, semi-automatic formula input

##### Use range names (refresh)

- Create and use a range name
- Edit and delete a range name, define its scope (file, spreadsheet)

##### Conditional formatting

- Apply a predefined conditional formatting
- Customize a conditional formatting

##### Advanced Functions

- COUNTIFS, SUMIFS
- XLOOKUP
- IF, IFS, SWITCH
- IFERROR/IFNA
- Date Functions

- Text Functions (Concat, text join)
- Dynamic arrays

### Data Table

- Create a data table (Format as Table)
- Create formulas using structured references in a Data table

### Managing Lists

- Remove duplicates
- Recommended Pivot Tables
- Cross data into a table (PivotTable) or a graph (PivotChart)
- Create a PivotTable based on multiple source tables (Data Model)
- Forecast sheet

### Check data

- Auditing tools
- Achieve a target value (Goal seek)
- Evaluate a formula
- Data Types



## Excel - Pivot Tables

 **0.50 Day**     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Analyze your data with Pivot Tables.

#### Prerequisite

Basic knowledge of Excel Functions.

#### Contents

##### Introduction

- Organize your data in a list layout
- Create a Pivot Table
- Select data in a pivot table
- Add data to a pivot table
- Remove data from a pivot table
- Update data in a pivot table
- Recommended Pivot Tables (version 2013 and later)

##### Views

- Hide/Show items in a pivot table
- View details (drill down)
- View the source data
- Add/Remove subtotals

##### Groups

- Grouping items in a pivot table
- Automatically group numeric values

- Automatically group date values
- Ungroup

### Calculations

- Create calculated fields
- Use calculated fields
- Use a pivot table value in a formula

### Options

- General options of PivotTables
- Change options

### Pivot Charts

- Create a PivotChart
- Manipulate a PivotChart

## Excel 2013, 2016, 2019 - Functions 2

 0.50 Day    € 155€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create more advanced formulas

#### Prerequisite

Basic Excel functions

#### Contents

[Use range names](#)

[Nested functions](#)

[Lookup functions](#)

- VLOOKUP, INDEX, MATCH...

[Logical functions](#)

- IFERROR, AND, OR...

[Text functions](#)

- UPPER, LOWER, PROPER, SUBSTITUTE, TRIM...

[Date and Time](#)

- EDATE, WEEKDAY, NETWORKDAYS...

[Math](#)

- ROUND, ROUNDUP, ROUNDDOWN, SUMIF(S)....

## Excel 2013, 2016, 2019 Advanced

 **2 Days**     **500€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Being able to use the advanced spreadsheet functionalities.

#### Prerequisite

Basic Excel skills.

#### Contents

##### Functions (refresh)

- Insert Function using the wizard
- Insert function manually, semi-automatic formula input

##### Use range names (refresh)

- Create and use a range name
- Edit and delete a range name, define its scope (file, spreadsheet)

##### Conditional formatting

- Apply a predefined conditional formatting
- Customize a conditional formatting

##### Advanced Functions

- Use functions: SumIf, CountIf, Vlookup, If, And, Or, Match ....
- Nested functions

##### Data Table

- Create a data table (Insert Table)
- Create formulas using references of a Data table

## Managing Lists

- Filter data: advanced filters
- Remove duplicates
- Use automatic totals (Subtotals)
- Recommended Pivot Tables
- Cross data into a table (PivotTable) or a graph (PivotChart)

## Check data

- Auditing tools
- Achieve a target value (Goal seek)
- Evaluate a formula

## Excel Microsoft 365 Apps for Enterprise - Functions 2

 0.50 Day    € 155€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create more advanced formulas.

#### Prerequisite

Basic Excel functions.

#### Contents

##### General formula topics

- Use structured references within Excel table (formatted with Format as Table),
- Use formula spill.

##### Functions

- Use XLOOKUP to get data from another table.
- Use IFERROR to handle Excel formula errors.
- Use Nested IF functions, AND, OR and IFS to create complex logical formulas,
- Use SUMIFS, COUNTIF(S), AVERAGEIFS, MAXIFS and MINIFS to create statistical formulas based on criteria.

## Excel - Managing data lists

 0.50 Day    € 155€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Format a list as a table, use standard and advanced filters, sort a list, use database functions

#### Prerequisite

Basic Excel knowledge

#### Contents

##### Introduction & Format as Table

- Definition and rules to follow when building a list
- Freeze panes
- Remove duplicates
- Format a list as table
- Name a table
- Add a totals row to a table
- Calculated columns & structured references

##### Sorts and Filters

- Sort by values
- Sort by multiple criteria
- Sort by colors
- Autofilter
- Filter by values
- Filter by color
- Advanced Filters
- Extract data



## Database functions

- Build criteria ranges
- Use database functions in formulas: DSUM, DAVERAGE, DMAX, DMIN...



## Excel - Productivity

 **0.50** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Manage your spreadsheets in an efficient way.

#### Prerequisite

Basic Excel skills.

#### Contents

##### Manipulate large tables

- Definition
- Rules for building a list
- Freeze Panes, repeat headers ...
- Format As Table
  - Table name
  - Add a totals row
- Moving & selecting in an efficient way
- Data Validation
- Find/replace data

##### Conditional Formatting

- Apply a Conditional Formatting to cells
- Create a rule
- Manage the formatting rules: edit, delete

##### The Flash Fill (version 2013 and later)

- Automatically extract or combine data



- Start flash fill automatically/manually

### Managing sheets

- Add, rename, delete a sheet
- Move & copy a sheet
- Set a color to the sheet tab

### Create and manage links

### Keyboard shortcuts

## Excel Microsoft 365 Apps for Enterprise - Functions

 1 Day   € 300€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create formulas including one or more functions. Be able to create more advanced formulas.

#### Prerequisite

Basic knowledge of Excel.

#### Contents

##### General formula topics

- Use absolute references (\$) in formulas.
- Use structured references within Excel table (formatted with Format as Table).
- Use formula spill.

##### Function input

- Input a basic statistical function by using the AutoSum,
- Input a function by using the function wizard,
- Input a function by using the Excel formula autocomplete,

##### Functions

- Create statistics using SUM, MAX, MIN, AVERAGE, COUNT and COUNTA,
- Create simple logical formulas using IF,
- Compare values with SWITCH,
- Use MID, RIGHT, LEFT, CONCAT, LEN and TEXTJOIN to create text formulas.
- Create date formulas using TODAY, WEEKDAY, YEAR, MONTH, NETWORKDAYS.INTL and DATE.
- Use XLOOKUP to get data from another table.
- Use IFERROR to handle Excel formula errors.
- Use Nested IF functions, AND, OR and IFS to create complex logical formulas.
- Use SUMIFS, COUNTIF(S), AVERAGEIFS, MAXIFS and MINIFS to create statistical formulas based on criteria.



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## Excel Functions for 2013, 2016, 2019

 1 Day    € 300€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create formulas including one or more functions.

#### Prerequisite

Basic knowledge of Excel.

#### Contents

[Use the function wizard: search, categories, arguments, help](#)

[Use absolute references in formulas](#)

[Use range names](#)

#### Statistical functions

- MAX, MIN, AVERAGE, COUNT, COUNTIF(S), COUNTA...

#### Text functions

- TEXT, RIGHT, LEFT, MID, CONCATENATE, UPPER, LOWER, PROPER, SUBSTITUTE, TRIM ...

#### Logical functions

- IF, AND, OR, IFERROR...

#### Lookup functions

- VLOOKUP, INDEX, MATCH...

#### Date functions

- TODAY, DATE, YEAR, MONTH, DAY, DATEDIF, EDATE, WEEKDAY, NETWORKDAYS ...

### Math functions

- ROUND, ROUNDUP, ROUNDDOWN, SUMIF(S)....

## Excel - Financial Functions

 **0.50** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Use financial functions in Excel.

#### Prerequisite

Basic knowledge of Excel.

#### Contents

##### Introduction

- Principles of financial calculations (amounts, interest, time, ...)
- Principles of simple interest (calculation of the present value and future value of an investment)
- Overview of financial calculation variables

##### Use some functions

- Functions of annuities
- Functions calculating capital and interest
- Amortization functions
- Discount Functions
- Functions calculating bond components of different types

##### Arguments

- Optional arguments
- Required arguments

## Excel 2013, 2016, 2019 Introduction

 2 Days    € 500€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Being able to create tables and manage them; to format and manipulate data; to create and print charts from Excel data.

#### Prerequisite

Knowledge of the Windows work environment.

#### Contents

##### Excel environment

- The Excel environment: Quick Access toolbar, ribbon and tabs
- Customize Quick Access toolbar and the ribbon
- Live Preview and Paste Preview

##### Manage spreadsheets

- Add, rename, delete a worksheet
- Move and copy a sheet
- Define a tab color
- Change the height or width of the formula bar

##### Manage Tables

- Enter and validate data
- Manage rows and columns: add, resize, delete, hide / show
- Find / Replace data
- Copy / paste data

##### Document Management

- Create / open / save a document
- Headers and footers



- The « Page Layout » view

## Calculate

- Enter and copy formulas
- Smart tags

## Functions

- Insert Function using the wizard
- Insert function manually, semi-automatic formula input

## Format table

- Format cells
- Using styles
- Predefined conditional formats

## Present data with a graph(Chart)

- Create a chart
- Change / format a Chart
- Use the chart styles
- Create and use a chart template
- Sparklines

## Analyze the data tables

- Create a data table (Insert Table)
- Sort and filter data tables
- List filters with search box
- Sort and filter by font or fill color
- The Flash Fill

## Excel Microsoft 365 Apps for Enterprise - Functions 1

 0.50 Day    € 155€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create formulas including one or more functions.

#### Prerequisite

Basic knowledge of Excel.

#### Contents

##### General formula topics

- Use absolute references (\$) in formulas.

##### Function input

- Input a basic statistical function by using the AutoSum,
- Input a function by using the function wizard,
- Input a function by using the Excel formula autocomplete,

##### Functions

- Create statistics using SUM, MAX, MIN, AVERAGE, COUNT and COUNTA,
- Create simple logical formulas using IF,
- Compare values with SWITCH,
- Use MID, RIGHT, LEFT, CONCAT, LEN and TEXTJOIN to create text formulas,
- Create date formulas using TODAY, WEEKDAY, YEAR, MONTH, NETWORKDAY

## Excel - Refresh

 **0.50 Day**     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Review the basic Excel features.

#### Prerequisite

Basic knowledge of Excel.

#### Contents

##### Managing tables

- Selecting and moving
- Fill handle and series
- Copy, move data
- Paste Special

##### Managing worksheets

- Add, delete, rename
- Copy & move, hide & unhide sheets
- Assign a tab color

##### Functions

- Insert a basic formula
- Insert a basic function (Autosum ...)

##### Formatting tables

- Formatting cells
- Autoformat



## Printing

- Page setup & print, manage headers & footers
- The Page Layout view

## Excel - Charts

 0.50 Day    € 155€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to present data in a graph. Create a new chart, manipulate existing charts.

#### Prerequisite

Basic knowledge of Excel.

#### Contents

##### Creating a new chart

- Data source
- Chart types / New Chart types
- Preview
- Recommended Charts (version 2013 and later)

##### Manipulating charts

- Select and move your chart
- Add titles to a chart, manipulate the legend, the gridlines ...
- Resize a chart
- Delete a chart

##### Changing data series

- Add and delete a series
- Format the axes, overlap, gap width ...
- Add data labels

##### Other options



- Format your chart
- Draw objects
- Create a Chart template
- Define the default chart type
- Print your chart
- Sparklines

## Outlook - Calendar and Tasks Management

 **0.50 Day**    **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Manage one or several calendars. Send meeting requests. Print a calendar content and change it's page set-up. Manage Outlook tasks.

#### Prerequisite

Know the Windows environment.

#### Contents

##### Calendar

- What do you have to plan in your calendar?
- The new Calendar views
- Create an appointment or an all-day event
- Create recurrent appointments or all-day events
- Send a meeting request
- Update a meeting request
- Add or remove the attendees on sent meeting requests
- Follow up the meeting request's replies
- Convert an appointment into a meeting request

##### Manage multiple calendars

- Create a calendar group
- Send a meeting request to a calendar group
- Rename or delete a calendar group

##### Share the calendar

- Sharing a calendar and manage the permission level
- Open a shared calendar
- Send your calendar by email for recipients out of your organisation

## Print the calendar

- Define the print style (daily, weekly, monthly)
- Include an area for handwritten notes in the printed calendar
- Define the printing page setup
- Set the date range to print

## Calendar options

- Define your working hours and days
- Show the week number
- Modify the default reminder
- Add a second time zone
- Add holidays
- Set the weather display in the calendar

## Tasks

- What do you have to plan in your task list?
- Create a task
- Delegate a task and follow its progress
- Show the daily task list beneath the calendar
- How to end your workday with the task list up to date, and if not, how to reschedule tasks?

## Manage projects efficiently with categories

- Apply a conditional format for a better calendar management
- Use categories to group the calendar and tasks items



## Outlook Refresh

 **0.50** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Every day mail, contacts and notes management in Outlook. Look for Outlook items using simple search criteria.

#### Prerequisite

Know Windows environment.

#### Contents

##### Mail

- Revision of sending options when creating an email
- The read receipt and its follow-up
- Reply or forward an email out of the reading pane
- Revision of automatic signatures and their use

##### Attachment management

- Attachment preview
- Attach a recently used document
- Insert an Outlook Item
- Save all attachments

##### Sort and filter emails

- Sort and group emails by date, sender, size, etc.
- Filter emails with one, or multiple criteria

##### Simple search options

- Use one or multiple search criteria to refine the search

##### Managing the mailbox during your absence



- Configure an automatic reply (Out of Office)

### People (Contacts)

- Create or modify individual contacts
- Create or modify a contact group
- The People view
- Search for a contact's information

### Managing Outlook notes

- Create a note
- Group the notes by category
- Forward a note to an Outlook user
- The different Notes views

## Outlook Mailbox Management

 **0.50 Day**     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Effective management of your mailbox using advanced options.

#### Prerequisite

Know Windows environment.

#### Contents

##### Follow Up emails

- Follow-up received emails
- Manage the email reminder
- Follow up emails for recipients

##### Use categories for a better email management

- Apply one or more categories to an email
- Rename a standard category
- Create a category
- Regroup messages by category

##### Automatize entering or outgoing emails using automatic rules

- Create an automatic rule to move received emails depending of the sender, the subject, etc.
- Apply an automatic rule for sent emails
- Modify the settings of an automatic rule
- Define in which order the automatic rules will be treated
- Deactivate an automatic rule temporarily, or delete it

##### Change the default folder's view for more efficiency

- Regroup the emails by sender, by size...etc. to better classify them

- Use Conversation view to find the thread of an exchange of messages

### The advanced search

- Combine multiple search criteria
- Create a search folder

### Manage the mailbox quota

- Show the mailbox quota
- Tips and tricks for an efficient mailbox clean-up
- Delete redundant emails
- Set up an automatic archive (depending on your server settings)

### Junk Email

- Manage blocked senders
- Manage approved senders
- Change the protection level for junk email

### Sharing

- Share the Inbox
- Configure the permission levels
- Grant an access to your Inbox to send emails "On Behalf of"
- Open a shared mailbox

### Good practices

- How to end the workday with an empty Inbox?

## Outlook 2013, 2016, 2019, Microsoft 365 Apps for Enterprise Advanced

 1 Day    € 250€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Managing incoming messages in an effective way. Use Outlook advanced functions for a better organisation.

#### Prerequisite

Basic Outlook features: send and receive messages, organize the calendar and meetings, use tasks and a contacts list.

#### Contents

##### Modifying Views

- Changing the standard Outlook views for more efficiency
- Creating and using a custom view in your folders
- The Conversation View
- The People's pane

##### Creating and managing categories

- Using categories in any Outlook item
- Grouping a folder (i.e. the emails) by categories

##### Calendar

- What do you have to plan in your calendar?
- The Schedule View
- Create a new calendar
- Share your calendar
- Send your calendar by mail

##### Meetings

- Create a meeting

- Add/remove attendees/ resources to a meeting
- Reply to a meeting invitation
- Propose new time in a meeting invitation
- Display the meeting tracking information
- Cancel a meeting

### Calendar groups

- What is a Calendar group?
- Create a Calendar group
- Delete a Calendar group
- Organize a meeting by inviting a Calendar group

### Tasks

- What do you have to put in your task list?
- How to assign tasks to one or more persons
- Tracking the progress of a task
- Set options for following up a task
- Reply to a task request
- Change an appointment or a note into a task

### Efficiently managing incoming and outgoing messages

- Create automatic rules for incoming or outgoing messages
- Create Quick Steps to automatize redundant tasks
- Create Quick Parts (reusable text blocs)
- Define the mail sending options
- Managing junk e-mails
- Choose the new message arrival notification
- Set the format of reply / forward messages
- Apply conditional formatting to messages
- Creating a message template

### Efficiently researching any Outlook item

- Combine a few search criteria
- The advanced search options
- Create a search folder



## Contacts

- Modify a contact's Outlook business card

## Archiving

- Create an archive folder
- Manage an archive folder
- Manage auto archive

## Share or delegate a folder

- Share an Outlook folder
- Manage permissions
- Grant an access to your mailbox or calendar (On Behalf Of)

## Working with the other Office Programs

- Exporting - Importing contacts
- Sending an e-mail from Word, Excel or PowerPoint

## Outlook - Tips & Tricks to Enhance your Productivity

 **0.50 Day**     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Customise display, automate repetitive tasks, create standard emails to enhance your productivity. Learn useful tips to avoid being overwhelmed by incoming emails.

#### Prerequisite

Know Windows environment. Know basic functions of Outlook.

#### Contents

##### Email sending options

- Postpone sending an email to facilitate your time management
- Specify a different reply address (i.e. a functional, a colleague's or your manager's mailbox)
- Facilitate group work, and decision making, using the voting buttons
- Schedule quickly a meeting based on an email

##### Automation and consistency of sent emails

- Create Quick Parts (reusable text blocks)
- Automate repetitive tasks with Quick Steps
- Create an Outlook template for redundant emails

##### Increase efficiency by customizing the standard Outlook view

- Deactivate the new email notification to no longer suffer the email arrival
- Delete automatically the individual read receipts
- Apply conditional formatting for important emails or appointments
- Create a custom view to access quickly your important Outlook items
- Tips for focusing on emails sent directly to you
- Customize the priority level by adding a custom field

##### Good practices





- The 4 D method for a better organization

## Outlook 2013, 2016, 2019, Microsoft 365 Apps for Enterprise Introduction

 **1 Day**     **250€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Send and receive messages. Organize your calendar. Schedule tasks and manage a list of contacts.

#### Prerequisite

Basic Windows knowledge.

#### Contents

##### Environment

- The interface
- Open and close Outlook 2016
- Show / hide tooltips
- The "Conversation" view
- Change the folder order
- View the folder list
- Outlook Today
- Preview the Calendar, the Contacts and the Tasks out of the Mail folder
- The Tab "Tell me what you want to do"

##### Sending a message

- Create and send a message
- Recall / resend a message already sent
- Define the importance and nature of a message
- Follow up a message for the recipients
- Send a message proposing a vote
- Define the sending options
- Attach a file
- Insert an Outlook Item

- Attach a recently used document
- Read and Delivery receipt

### Receiving a message

- Reply or forward a message out of the reading pane
- Mark messages as read or unread
- Mark a message for follow up
- Define the follow up options

### Messaging: configuration

- Select the default message format
- Create one or more signatures
- Automatically sign messages
- Choose the notification for new messages
- Define the Out of Office message (Automatic Replies)
- Manage spam
- Search an Outlook Item
- Add RSS Feeds

### Calendar generalities

- Access the Calendar
- The Calendar views
- Reach a specific date
- Go to the previous or next item
- View multiple calendars
- Previewing an appointment
- Show the weather forecast

### Calendar Elements

- Create an appointment
- Create an event
- Convert a message to an appointment or event
- Edit a Calendar Item
- The new Free/Busy information: Working Elsewhere
- Create recurrent items
- Delete the recurrence

- Manage the calendar reminders
- Remove items from the Calendar

### Printing the Calendar

- The Calendar print options
- Define page layout

### Calendar: configuration

- Define the working days and hours
- Display the week number in the Date Navigator
- Manage holidays

### Contacts (People)

- Access the Contacts folder
- The People view
- Create a contact
- Search a contact
- Print contacts
- Create a contact group
- Modify a contact group
- Manage the different address books

### Tasks

- Access the Tasks folder
- The Tasks folder views
- Create a task
- Create a recurring task
- Attach a file to a task

### Notes

- Access the Notes folder
- Change the Outlook Notes views
- Create and modify a note
- Create a note from another Outlook item
- View / edit a note



- Forward a note to one or more recipients

## PowerPoint Microsoft 365 Apps for Enterprise Advanced

 1 Day    € 250€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create a presentation using all PowerPoint functionalities.

#### Prerequisite

Have a practical knowledge of PowerPoint.

#### Contents

##### Managing Objects

- Reminders of the different types of objects: shapes, text boxes, charts, SmartArt diagrams, tables, images, etc. ...
- Hide/show objects on slide
- Apply a quick style to an object
- Modify the format of an object
- Copy the format of an object
- Align and distribute objects

##### Multimedia objects

- Insert a video file
- Insert an online video
- Modify the properties of a video
- Insert an audio file
- Record a sound
- Modify the properties of an audio file
- Insert 3D objects
- Insert icons
- Insert a screen recording

- Use summary or slide zoom
- Insert Cameo (camera feed)

### Managing presentations

- Use presentations from versions prior to MS PowerPoint 365
- Reuse slides
- Save a presentation as template
- Save a presentation as outline
- Protect a presentation with password
- Show/modify the presentation properties
- Customize the save options for presentations
- Organize a presentation into sections
- Add/remove presenter notes

### Master View

- Discover the slide master
- Create and modify placeholders in the slide master
- Manage layouts in slide master view
- Manage placeholders on layouts
- Modify the handout master
- Modify the notes master

### Themes

- Apply a theme
- Use the theme variants
- Define the theme to use by default
- Customize the theme colours, fonts and effects
- Save a custom theme

### Slideshow

- Define the slideshow settings
- Launch a slideshow
- The slide navigator
- Scroll animations/slides
- Hide slides during slideshow
- Apply a visual transition effect on slides
- Apply a sound transition effect on slides
- Create and project custom slideshows
- Use Presenter View on one monitor
- Zoom on slide during slideshow
- Automatic configuration of the monitor
- Laser Pointer
- Use subtitles and define subtitle settings
- Show/hide your camera feed

## Animations

- Apply an animation effect
- Show the animation's preview
- Select or delete one or a few animation effects
- Reorder the animations
- Modify the animation start
- Create a custom motion path
- Improved motion paths
- Repeat an animation or change its timing
- Associate a sound to an animation
- Dim or hide an object after animation

## Hyperlinks and action buttons

- Create a hyperlink
- Activate a hyperlink



- Modify/delete a hyperlink
- Add an action button and define its settings

### Reviewing

- Add, edit and delete comments
- Reply to a comment
- Like a comment
- Mark a comment as resolved
- Displaying comments
- Mark a presentation as final
- Compare two presentations
- Hide or delete ink annotations

### Other applications

- Import data from Microsoft Office Excel or Word
- Export a presentation to Microsoft Office Word

### Export your presentation

- Save a presentation in PDF or XPS format
- Create a video with your presentation in order to send it by mail, publish it on the Web, or burn it on CD
- Send a presentation by mail
- Create a Word document containing the slides and notes of a presentation

## PowerPoint Inserting objects

 **0.50** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Inserting objects in a PowerPoint presentation and knowing their proprieties. Controlling the object alignment and distribution.

#### Prerequisite

Basic Windows and PowerPoint knowledge.

#### Contents

##### Tables

- Create, format and modify a table
  - Add rows or columns
  - Modify the cell size
  - Merge or split cells

##### Diagrams

- Insert a SmartArt (diagram)
  - Modify the SmartArt layout
  - Format a SmartArt
- Create or modify an organisation chart
  - Add a subordinate
  - Promote or demote levels
  - Move the elements of an organisation chart
- Convert text to SmartArt graphic

##### Charts

- Create a chart
- Modify the chart options

## Drawing

- Draw a shape
- Apply a format on a drawn shape
- Align and distribute objects
- Draw lines and connect them to an object
- Merge shapes

## Add a WordArt object

- Create or modify a WordArt object
- Apply a text effect
- Modify the WordArt shape

## Images

- Insert images and pictures
- Apply a picture style
- Customize picture effects
- Crop a picture
- Compress pictures

## Video/Audio

- Insert a video or audio file
- Add an online video
- Apply a video style
- Trim (cut out) a video
- Customize the playback options

## Import/Export

- Insert a Word text (Outline)
- Export a presentation to a Word document
- Add an embedded table or a chart from Excel

## PowerPoint Slide Show

 **0.50 Day**     **155€ VAT excl.** / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Design and produce a quality PowerPoint presentation. Boost a presentation with elaborate transitions and animations. Adapt a slideshow to a target audience. Use presenter view efficiently.

#### Prerequisite

Basic Windows and PowerPoint knowledge.

#### Contents

##### The different transition types

- Apply a transition on one, or all slides
- Apply a transition sound
- Delete a transition

##### The different animation types

- Entrance effects
- Emphasis effects
- Exit effects
- Motion paths

##### Apply an animation effect

- Cumulate multiple effects on the same object
- Customize the animation effects
- Use the animation pane
- Copy an animation effect on another object

##### Play sounds and movies

- Play in background

- Play full screen

## Preparing the slide show

- Set up slide show:
  - Using timings
  - Play narrations
- Configure an automatic slide show

## Project slide show

- Launch slide show
- Set animations/slides to scroll
- Zoom into the slide
- Laser pointer
- Annotate a slide during slide show

## Slide show control

- The slide navigator
- Reach a specific slide

## Presenter view

- Configure the presenter view

## Custom shows

- Adapt a slideshow to a target audience
  - Creating and using custom slide shows

## Ergonomics for the presenter

- Sections
- Hidden slides and hidden objects
- Hyperlinks
- Action buttons

## A few tips:



- Using fonts and colours
- Transitions and animations: recommendations and prohibitions
- Automate and standardize presentations
- Differences in design between a printed and a projected presentation

## PowerPoint 2013, 2016, 2019 - Introduction

 1 Day    € 250€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create a presentation.

#### Prerequisite

Good knowledge of the Windows environment.

#### Contents

##### Introduction to PowerPoint

- The PowerPoint interface: Quick Access Toolbar, the ribbon and the tabs
- PowerPoint help
- The different views
- The Comments pane

##### Managing presentations

- Create a blank presentation
- Create a presentation based on a template or a theme
- Create a new presentation based on an existing presentation
- Open, close and save a presentation
- New default slide size (16:9 layout)

##### Slides

- Create a slide
- Change the slide layout
- Delete slides
- Copy/move slides
- Duplicate slides
- Insert a slide from another presentation
- Apply a background

## Text

- Typing text
- Working in Outline View
- Check spelling and grammar
- Translate one or a few words
- Search for synonyms
- Find and replace text
- Format fonts
- Use the eyedropper for colour matching
- Apply a WordArt effect on text
- Copy formatting
- Clear all formatting
- Apply and change bullets or numbering
- Change line and paragraph spacing
- Change indents
- Apply a vertical alignment on text
- Change the text orientation
- Display a text in columns

## Shapes

- Draw a shape
- Live preview and alignment guides for objects
- Use the Smart Guides to show if objects are spaced evenly
- Merge common shapes to combine and create new shapes

## Tables

- Insert a table
- Draw a table
- Selections
- Change the table structure
- Modify the table formatting
- Apply a table style

## Pictures

- Insert a picture



- Insert a clipart online (Office.com or Bing Picture Search)
- Apply quick styles on pictures
- Change the picture shape (crop to shape)
- Modify a picture
- Reset picture
- Compress pictures

## SmartArt

- Insert a SmartArt
- Change the SmartArt layout and formatting

## Charts

- Insert a chart
- Change the chart data
- Change the chart layout
- Apply a quick style

## Printing

- Change page orientation when printing
- Use print preview
- Create headers and footers (printing slides)
- Create headers and footers (printing handouts, notes or outline)
- Printing options

## PowerPoint 2013, 2016, 2019 Advanced

 1 Day     250€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Being able to create a presentation using all PowerPoint functions.

#### Prerequisite

Have a practical knowledge of PowerPoint.

#### Contents

##### Objects

- Using objects: shapes, textboxes, charts, tables, SmartArt diagrams, screenshots ...
- Show/hide objects on slide
- Apply quick styles on objects
- Formatting an object
- Copy an object's formatting

##### Managing presentations

- Work with presentations saved in previous versions of PowerPoint
- Save a presentation as template
- Save a presentation as outline
- Protect a presentation with password
- Show/modify the presentation properties
- Customize the save options for presentations
- Organize a presentation into sections

##### Master

- Discover the slide master
- Create and modify placeholders in the slide master
- Modify the handout master
- Modify the notes master

## Multimedia objects

- Insert a video
- Insert a video online
- Modify the properties of a video
- Insert an audio file
- Save a sound
- Modify the properties of an audio file
- Record a video

## Themes

- Apply a theme
- Use the theme variants
- Define the theme to use by default
- Customize the theme colours, fonts and effects
- Save a custom theme

## Slideshow

- Define the slideshow settings
- Launch a slideshow
- The slide navigator
- Hide slides during slideshow
- Apply a visual transition effect on slides
- Apply a sound transition effect on slides
- Create custom slideshows
- Use Presenter View on one monitor
- Zoom on slide during slideshow
- Automatic configuration of the monitor
- Laser pointer

## Animations

- Apply an animation effect
- Show the animation's preview
- Select or delete one or a few animation effects
- Reorder the animations
- Modify the animation start

- Create a custom motion path
- Improved motion paths
- Repeat an animation or change its timing
- Associate a sound to an animation
- Modify the colour or hide an object after animation

## Hyperlinks

- Create a hyperlink
- Activate a hyperlink
- Modify/delete a hyperlink
- Create an interactive presentation

## Reviewing

- Create comments
- Reply to a comment
- Mark a presentation as final
- Compare two presentations

## Import/Export to other applications

- Import data from Microsoft Office Excel or Word
- Export a presentation to Microsoft Office Word

## Export your presentation

- Save a presentation in PDF or XPS format
- Create a video with your presentation in order to send it by mail, publish it on the Web, or burn it on CD
- Send a presentation by mail
- Create a Word document containing the slides and comments of a presentation

## PowerPoint Microsoft 365 Apps for Enterprise Introduction

 1 Day    € 250€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create a presentation.

#### Prerequisite

Be familiar with the Windows environment.

#### Contents

##### Introduction to PowerPoint

- The PowerPoint 365 interface: Quick Access Toolbar, the ribbon and the tabs
- PowerPoint help
- The different views
- The Comments pane

##### Managing presentations

- Create a blank presentation
- Create a presentation based on a template or a theme
- Create a new presentation based on an existing presentation
- Open, close and save a presentation
- New default slide size (16:9 layout)

##### Slides

- Create a slide
- Change the slide layout
- Delete slides
- Copy/move slides

- Duplicate slides
- Reuse slides
- Apply a background

## Text

- Typing text
- Working in Outline View
- Check spelling and grammar
- Translate one or a few words
- Search for synonyms
- Find and replace text
- Format fonts
- Use the eyedropper for colour matching
- Apply a WordArt effect on text
- Copy formatting
- Clear all formatting
- Apply and change bullets or numbering
- Change line and paragraph spacings
- Change indents
- Apply a vertical alignment on text
- Change the text orientation
- Display a text in columns

## Shapes

- Draw a shape
- Live preview and alignment guides for objects
- Use Smart Guides to show whether objects are evenly distributed
- Merge common shapes to combine and create new shapes

## Tables

- Insert a table
- Draw a table
- Selections
- Change the table structure
- Modify the table formatting
- Apply a table style

## Pictures

- Insert a picture
- Insert stock images or online pictures
- Apply quick styles on pictures
- Change the picture shape (crop to shape)
- Change picture
- Reset picture
- Compress pictures
- Insert icons

## SmartArt

- Insert a SmartArt
- Change the SmartArt layout and formatting

## Charts

- Insert a chart
- Change the chart data
- Change the chart layout
- Apply a quick style

## Printing

- Change page orientation when printing
- Use print preview



- Create headers and footers (printing slides)
- Create headers and footers (printing handouts, notes or outline)
- Printing options



## PowerPoint - Refresh

 **0.50** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Create a simple presentation and apply formatting.

#### Prerequisite

Basic Windows knowledge.

#### Contents

##### Create a presentation

- Based on a blank document
- Based on a template

##### The different PowerPoint views

- Usefulness of the different views
  - Normal, outline, slide sorter, notes, slide show

##### Manage slides

- Add, duplicate, delete a slide
- Apply a layout on a slide
- Hide a slide

##### Enter text in slide mode

- Advantages of content layouts
- Text boxes: advantages and disadvantages

##### Changing text formatting

- Apply character (font) formatting

- Use the eyedropper to copy a font colour
- Apply paragraph formatting
- Change line and paragraph spacing

### Header & Footer

- Add a footer in slide mode
- Add a header or footer for the printed document

### Create Notes Pages

- Add and change presenter notes
- Delete all notes in a presentation

### Print options

- Print the different parts of a presentation:
  - Slide, Notes Pages, handouts, outline

### Save as PDF

- Convert a presentation to PDF format
  - Configure the options of the PDF file

## PowerPoint - Advanced functions

 **0.50** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Create more elaborated presentations. Customize the slide master. Create PowerPoint templates.

#### Prerequisite

Basic Windows and PowerPoint knowledge.

#### Contents

##### Working in Outline view

- Add text in Outline view
- Import text from a Word document
- Promote or demote the text level
- Have an overview of all slide titles

##### Master

- Modify the slide master
- Create several slide masters
- Modify existing layouts
- Create new layouts and rename them
- Add placeholders in a custom layout
- Modify the notes and handouts master

##### Corporate design

- Create a PowerPoint template
- Create an Office theme
- Apply an Office theme

## Photo album

- Create a photo album
  - Choose and reorder pictures
- Modify the layout of the photo album
- Edit an existing photo album

## Review

- Add comments on a slide
- Reply to a comment
- Delete all comments in a presentation
- Compare 2 presentations
  - Accept or reject changes on a slide or in the whole presentation

## Share

- The document inspector
- Protect a presentation
- Optimize media compatibility with older versions
- Compress media files
- Share a presentation on OneDrive
- Present online
- Save a presentation as a video

## Word - Creating Tables

 **0.50** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Create and format Word tables and insert Excel tables.

#### Prerequisite

Know the Windows environment. Basic knowledge of Word.

#### Contents

##### Create tables

- Insert a table
- Draw a table
- Create a Quick Table

##### Manual format tables

- Change the shading colour
- Use the Border Painter to draw borders
- Apply Border Styles

##### Auto format tables

- Use table styles
  - Customize the table styles options

##### Table layout

- Select a cell, line, column or the table
- Add or delete cells, lines, columns
- Merge or split cells
- Split table
- Repeat header rows

- Align cells
- Sort tables

### Cell Size

- Change the height/width of a cell
- AutoFit contents
- AutoFit Window
- Distribute rows/columns evenly

### Table properties

- Align the table on page
- Add or remove text wrapping

### Calculations

- Enter decimal numbers in a table
- Calculate a sum or an average
- Insert an embedded Excel workbook
- Link an Excel table to a Word document

### Text/table conversion

- Convert a text to table and vice versa

## Word - Refresh

 0.50 Day    € 155€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create a simple document and format it.

#### Prerequisite

Know the Windows environment. No Word knowledge required.

#### Contents

##### Selections and displacements

- Reminder of the method of introducing text in Word and concepts of paragraph, new line, page and section
- Master the effective methods of selection
- Browse a document by page, title, image, or table

##### Character Format

- Revision of the font format
- Use small capital letters
- Change case (lowercase / uppercase)
- Text effects
- Clear text formatting

##### Paragraph Format

- Create bulleted or numbered lists
- Use paragraph and page borders
- Understand text indents
- Change line spacing or paragraph spacing
- Keep with next paragraph

##### Copy/Paste

- Reminder of different methods for copy/paste
- The paste options
- Paste Preview
- Copy formatting

## Optimize the page layout

- Change the margins of a document
- Insert pre-defined headers and footers
- Create a custom header/footer
- Change the paper size
- Add or delete a page break
- Add or remove a page break

## Tips & Tricks

- Essential keyboard shortcuts



## Word - Mail Merge

 **0.50** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Create a mailing (letter, label, envelope) by using information stored in a database.

#### Prerequisite

Basic knowledge of Word.

#### Contents

##### Introduction

- Definition of a Mail merge
- Main document, database: definitions

##### Simple merge

- Create a main document
- Create a database
- Modify an existing database (Word, Excel, Access, Outlook)
- Modify the structure of a database

##### Labels and envelopes

- Create labels with the mail merge
- Choose the format of the labels
- Mail Merging labels
- Modification of the final document
- Create envelopes
- Choose the format of the envelopes
- Complete the mail merge to a new document or to the printer

##### Sort and filter records



- Sorting records
- Filtering the records

## Rules

- Insert rules

## Word - Styles and Templates

 **0.50** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Automate the document layout. Create and modify styles and templates.

#### Prerequisite

Basic knowledge of Word.

#### Contents

##### Introduction

- Style: definition
- Template: definition

##### Design

- Use a theme
- Create and modify a theme
- Style types (font, paragraph, table, list)
- Using styles
- Create and modify a style
- Using styles sets
- Create and modify a style set

##### Templates

- Create and Save a template
- Use a template
- Create and modify a Quick Part
- Create and print custom keyboard shortcuts

##### Forms



- Create a form
- Form fields
- Use sections to protect parts of the form

## Word Microsoft 365 Apps for Enterprise Advanced

 **2 Days**     **500€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create complex documents. Manage long documents efficiently.

#### Prerequisite

Basic knowledge of Word. To have used these basic functions regularly.

#### Contents

##### Quick Parts

- Create a Quick Part (reusable content)
- Use a Quick Part
- Manage Quick Parts

##### Document Layout

- Create and format a section
- Use bulleted or numbered lists
- Create multi-level lists
- Display text in columns
- Insert a column break

##### Styles and Style sets

- Create a style
- Create a list style
- Select texts with the same style
- Manage styles
- Change the style set

- Save a new style set
- Import styles

## Themes

- Apply a theme to a document
- Customize a theme
- Save a document theme
- Change/delete a custom colour/font set

## Templates

- Create a template
- Modify a document template
- Change the template associated with a document

## Managing long documents

- Use the Navigation Pane
- Create footnotes and endnotes
- Work with bookmarks
- Create cross-references
- Number automatically headings
- Customize headings numbering
- Create a table of contents
- Create an index
- Update a table of contents, an index
- Work in outline view

## Drawing objects

- Draw a shape
- Create a text box
- Create and modify a WordArt object

- Insert a Smart Art diagram
- Modify the structure and layout of a diagram

## Illustrations

- Find and insert an image from device, from the stock library or from the online library
- Insert online videos
- Alignment guides and Live Preview when moving objects
- Take a screenshot
- Define image compression settings
- Resize an image
- Crop an image
- Change the image brightness, contrast and colours
- Insert and manage icons
- Insert and manage 3D objects

## Forms

- Create a form
- Insert content controls
- Define content control properties
- Protect a form
- Use a form

## Mailing

- Building up a mail merge
- Create a mail merge
- Open the main document
- Create or open a data list
- Sort or filter a data list
- Manage the records in a data list
- Setting criteria for a mail merge

- Setting a condition for displaying a text
- Create mailing labels

### Import data

- Copy Excel data to Word
- Copy Excel data to Word as a hyperlink
- Insert a hyperlink
- Embed an Excel spreadsheet into a Word document
- Manage linked data
- Insert an object

### Group Work

- The new Track Changes display
- Manage comments: reply, like, edit, mark as resolved, delete
- Display comments in a list or contextually
- Track changes made to a document by several users

### Protection

- Protect a document content
- Restrict document formatting
- Associate a password with a document
- Marking a document as final



## Word - Productivity

 **0.50** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Work effectively on Word documents, save time with tips and tricks.

#### Prerequisite

Know the Windows environment. Basic knowledge of Word.

#### Contents

##### The views

- All about the different views and their use
- The navigation pane

##### Format a document in less than a minute

- Optimize document formatting with styles
- Apply the corporate design of your organization

##### Automatic insertions and corrections

- Introduce recurring texts automatically thanks to Quick Parts
- Add a predefined cover page
- Create your own cover page
- Use automatic Word corrections
- Create and edit your own automatic corrections

##### Customize the Word interface

- Customize the ribbon to make it more relevant to your needs
- Create a custom tab
- Customize the quick access toolbar

##### Import/Export



- Add a nested table or chart from Excel
- Add a link to another document
- Collate multiple Word documents into one

## Word - Collaboration

 **0.50** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Know the methods to work together on the same document. Gather and compare documents.

#### Prerequisite

Know the Windows environment. Basic knowledge of Word.

#### Contents

##### Track Changes

- Activate the Track Changes mode
- Use the different revision markups
- The new Simple Markup
- Show/hide revisions
- Browse the document by revision changes
- The Reviewing Pane
- Accept or reject changes
- Print with or without markup

##### Comments

- Insert comments
- Show comments
- Reply to a comment
- Mark a comment as resolved
- Reopen a resolved comment
- Delete comments

##### Sharing

- Use the document inspector
- Protect a document



- Ensure compatibility with earlier versions
- Define the document proprieties

### **Compare two documents**

- Compare 2 versions of a same document
- Combine the revisions of several authors

## Word - Long Documents

 **0.44** Day     **155€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Create and manage long documents

#### Prerequisite

Basic knowledge of Word

#### Contents

##### Structure

- Structure a document with Heading Styles and the Navigation Pane
- Changing heading levels
- Moving a header in the navigation pane

##### Formatting

- Creation and use of Themes
- Creation and use of Styles and Style Sets

##### Table of contents

- Creating a table of contents using heading styles
- Modifying the formatting of a table of contents
- Update / delete a table of contents

##### Index

- Mark index entries
- Create a concordance file
- Generate the index

##### Create a document from multiple documents

- Use master documents
- Insert a subdocument inside the current document

## Sections

- Add section breaks
- Modify a section
- Suppress a section

## Illustrations

- Import elements from other Office softwares (Excel, PowerPoint, ...)
- Create a table of figures
- Insert Illustrations in a long document
- Add a cover page

## Word - Creating Marketing documents

 1 Day    € 245€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Create flyers, newsletters, reports without using a DTP software

#### Prerequisite

Basic knowledge of Word

#### Contents

##### Columns

- How to create columns
- Insertion of vertical lines between columns
- Choosing between tables or column to align data

##### Creation of professional Headers and footers

- Using the automatic numbering
- Using style references in Header or footer
- Modification of Header and Footer styles
- Inserting an illustration in the header or footer

##### Insertion of elements

- Inserting Smart Art graphics
- Inserting Pictures
- Inserting a drawing
- Finding a picture on the web
- Inserting a video
- Inserting an Excel table
- Inserting an Excel chart

##### Using your own theme

- Create your own theme
- Using your theme

### Using your own styles

- Creation of styles and style sets
- Using shortcuts to use your styles

### Creation of color strip

- Using tables to create a color strip
- Using borders to create a color strip

### Using footnotes

- Adding footnotes
- Changing footnotes

### Preparing for printing or issuing documents

- Save your document in PDF and choose the compression settings



## Word 2013, 2016, 2019 Advanced

 **2 Days**     **500€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create complex documents.

#### Prerequisite

Basic knowledge of Word.

#### Contents

##### Quick Parts

- Creating a Quick Part
- Using a Quick Part
- Managing Quick Parts

##### Document Layout

- Creating and formatting a section
- Bulleted and Numbered lists
- Creating a multi-level list
- Presenting text in columns
- Inserting a column break

##### Themes

- Applying a theme to a document
- Customizing a theme
- Changing theme effects
- Saving a document theme
- Changing/deleting a customized color/font set

## Styles and Style sets

- Creating a style
- Creating a list style
- Select texts with the same style
- Cancel a style
- Managing styles
- Changing the style set
- Saving a new style set
- Importing styles

## Templates

- Creating a template
- Modifying a document template
- Changing the template associated with a document

## Managing long documents

- Use the Navigation Pane
- Creating footnotes and endnotes
- Working with bookmarks
- Creating cross-references
- Working with a document outline
- Numbering headings
- Customizing numbering on outline headings
- Creating a table of contents
- Creating an index
- Updating a table of contents, an index

## Drawn objects

- Drawing a shape

- Creating a text box
- Creating a WordArt object
- Editing WordArt
- Inserting a Smart Art diagram
- Modifying a diagram
- Changing the layout of a diagram

## Images

- Finding and inserting an image, sound or video
- Using the multimedia library and the Online library
- Inserting an image from a file
- Screenshot
- Defining image compression settings
- Resizing an inserted image
- Cropping an image
- Changing the image brightness, contrast and colors
- Online movie from Bing, YouTube or an embedded code

## Managing objects

- Using objects
- Changing an object
- Applying a format to an object

## Forms

- Creating a form
- Inserting content controls
- Defining content control properties
- Protecting a form
- Using a form

## Mailing

- Planning a mail merge
- Creating a mail merge
- Opening a main document
- Creating a list of data
- Managing the records in a data list
- Setting criteria for a mail merge
- Setting a condition for displaying a text
- Sorting a list of data
- Creating mailing labels

### Import data

- Copying data from Excel to Word
- Copying Excel data into Word as a hyperlink
- Inserting a hyperlink
- Inserting an Excel spreadsheet into Word
- Managing linked data
- Inserting an object

### Group Working

- Managing comments and reply
- Tracking changes made to the document by other users
- Protecting a document
- Restricting document formatting
- Associating a password with a document
- Marking a document as final

## Word 2013, 2016, 2019 Introduction

 2 Days    € 500€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create and format documents.

#### Prerequisite

Basic Windows skills.

#### Contents

##### Introduction to Word

- Screen components
- Word environment: the Quick Access toolbar, the Ribbon and the tabs
- The Navigation Pane
- The “Tell me what you want to do” bar
- The Reading mode
- Sharing

##### Managing documents

- Create, open, save and close a document
- Use files created in prior versions
- Save and modify a PDF or XPS document
- Send a document as an attachment

##### Entering/moving data

- Moving and selecting
- Entering and editing text
- Copying and moving text

## Page layout and Printing

- Inserting a cover page
- Changing the page orientation
- Changing the margins of a document
- Managing headers and footers
- Managing page numbers
- Using print preview
- Printing a document

## Formatting Characters

- Using the mini toolbar to format text
- Formatting characters
- Changing the font/character size
- Changing the character case
- Changing the space between characters
- Coloring or highlighting characters
- Applying a border to characters
- Changing the default presentation of characters
- Applying a character style

## Formatting Paragraphs

- Managing tabs
- Indenting paragraphs
- Modifying text alignment in paragraphs
- Changing the line spacing
- Modifying paragraph spacing
- Preventing a break between lines or paragraphs
- Apply borders around paragraphs
- Applying a background color to a paragraph

- Bulleted and Numbered lists
- Multilevel lists
- Applying a paragraph style
- Copying formatting

### Revising text

- Finding and replacing text
- Spelling and grammar
- Using the thesaurus
- Translating text
- Hyphenating words
- The Smart Lookup (Word 2016)

### Tables

- Inserting a table
- Moving and selecting
- Inserting columns, rows, cells
- Deleting columns, rows, cells
- Splitting a table in two parts
- Merging cells
- Splitting cells
- Sorting a table
- Sorting one column of a table
- Convert text into table
- Copying/moving cells in a table
- Repeat column headings
- Modifying column width/row height
- Standardizing column widths/ row heights
- Increasing the spacing between cells in a table
- Changing cell margins in a table

- Changing the cell alignment
- Applying a style to a table
- Modifying borders in a table
- Applying a fill color to cells
- Resizing a table
- Moving a table with the move handle
- Positioning a table across a page
- Saving a table to the Quick Tables gallery



## Word Microsoft 365 Apps for Enterprise Introduction

 **2 Days**     **500€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Be able to create and format simple documents.

#### Prerequisite

Basic Windows skills.

#### Contents

##### Introduction to Word

- Screen components
- Word 365 environment: the Quick Access toolbar, the Ribbon and the tabs
- The Navigation Pane
- Efficient searching with “Microsoft Search”
- The Reading mode
- Return to the last page read or worked on
- Vertical or horizontal page scrolling
- Focus mode
- Immersive reader
- Sharing

##### Managing documents

- Create, open, save and close a document
- Use files created in prior versions
- Save and modify a PDF or XPS document
- Send a document as an attachment

##### Entering/moving data

- Moving and selecting
- Entering and editing text
- Copying and moving text

## **Page layout and Printing**

- Change the margins of a document
- Change the page orientation
- Manage headers and footers
- Manage page numbers
- Insert a cover page
- Use print preview
- Print preview
- Define printing options

## **Formatting Characters**

- Using the mini toolbar to format text
- Changing the font or the character size
- Changing the character case
- Changing the character spacing
- Colouring or highlighting characters
- Applying a border to characters
- Changing the default presentation of characters
- Applying a character style
- Text effects and typography

## **Formatting Paragraphs**

- Change paragraph alignment
- Change line and paragraph spacing
- Indent paragraphs

- Apply paragraph borders
- Apply a shading colour to a paragraph
- Manage tabs
- Apply a paragraph style
- Bulleted and numbered lists
- Multilevel lists
- Copy formatting

### Reviewing text

- Use the Editor to check spelling, grammar, conciseness and formal language
- Find and replace text
- Use the thesaurus
- Translate text
- Smart Lookup

### Tables

- Insert a table
- Moving and selecting
- Insert cells, rows, columns
- Delete cells, rows, columns
- Split a table in two
- Merge cells
- Split cells
- Sort a table
- Convert text into table
- Copy/move cells in a table
- Repeat column headings
- Modify column width/row height
- Distribute evenly column width/row height
- Increase cell spacing

- Change cell margins in a table
- Change text alignment in cells
- Apply table styles
- Modify borders in a table and copy them with Border Painter
- Apply a shading colour to cells
- Resize a table
- Move a table using the drag handle
- Align a table on the page
- Save a table to the Quick Tables gallery



## Web & design

## JavaScript Introduction

 2 Days     Quotation available on demand

### DETAILS

### Goals

Learn the JavaScript programming techniques required when developing interactive features for your Web site: using data input in forms, reacting to user's actions, manipulating images.

### Prerequisite

This training is open to new programmers, but it is better to have some experience in programming language.

### Contents

#### Introduction

- Inserting a script
- Creating HTML components with a script
- Learn about alert messages and dialog boxes

#### The JavaScript environment

- Understand objects and their hierarchy
- Events and event manager
- Creating and using a function

#### Manipulating forms

- Change the content of a text field
- Submit form's data

#### Loops and conditional tests

- Comparing values
- Using multiple alternatives
- Learn about shorthand conditional syntax
- Repeat an instruction with a loop
- Stop a loop.

## Numbers and Strings

- Converting a string, an integer, a number
- Generating random numbers
- Calculating arithmetic operations and rounding

## In the Window

- Reacting to page loading
- Scrolling
- Showing a message in the status bar
- Changing the destination of a link
- Changing the URL

## Images

- Creating interactive buttons
- Using an event to change an image
- React when the mouse cursor hovers over an image map

## Dates

- Show the current date
- Manipulating dates and creating a clock

## Windows

- Open a new window
- Create a floating navigation bar

## Adobe Lightroom Classic

 2 Days     Quotation available on demand

### DETAILS

### Goals

Learning how to archive images and footage, how to search and filter. Enhancing pictures with adjustments and spot corrections. Creating exports at a certain size with watermarks.

### Prerequisite

Knowledge of the Mac or Windows work environment.

### Contents

#### Introduction

- Understanding how works Lightroom Classic CC
- About collections
- Non-destructive modification
- Lightroom workflow

#### The Lightroom interface

- The Lightroom workspace
- Working with panels
- Using the artboard and the modules
- Personalizing the workspace

#### Collections

- Creating a collection
- Arranging and deleting pictures from a collection
- Comparing pictures side-by-side
- Comparing multiples pictures
- Developing and editing
- Using Quick Develop in the Library panel
- Working with the Develop module



- Crop and Straighten a picture
- Adjusting the luminosity and color balance
- Creating an effect with the gradient filters
- Editing in another program

## Import

- The import process
- Importing images from a digital camera
- Organizing the copied pictures in collections
- About file formats
- Creating import presets
- Renaming pictures at import
- Importing pictures from a hard-disk
- Metadata setup
- Import with drag 'n drop

## Views

- Showing and managing pictures
- Flag and delete pictures
- Grouping pictures into Quick Collections
- Placing and extracting pictures from Quick Collections
- Converting and deleting Quick Collections
- Deciding a destination Collection
- Using the filmstrip
- Hiding and resizing the Filmstrip
- Using filters in the filmstrip
- Changing the order, the sorting of thumbnails

## Selecting and organizing

- Organizing folders
- Creating sub-folders
- Making content changes in a folder
- Using Collections to categorize pictures
- Quick Collections
- Collections
- Smart Collections

- Stacking images
- Using keywords
- Showing keywords
- Adding keywords
- Using flags and notes
- Using color labels
- Adding metadata
- Saving metadata
- Organize pictures by location
- Working in the Map module
- Using a filter on metadata
- Using a filter in the filmstrip

## Developing and editing

- Quick develop in the Library module
- Simple and quick video editing
- Shorten video clips
- Previewing in a nutshell
- Understanding current versions
- Updating the current version
- About the white balance
- The Develop module
- Crop and straighten pictures
- Erasing unwanted items
- Spot corrections on points, spots
- Correcting the color balance and the hue width
- Undo, redo and showing steps
- The history panel
- Working with the hue control
- Adjusting contrast with the curve
- Making localized changes
- Using the gradient filter tool
- Using the adjustment brush tool
- Making adjustments of distinct colors
- Understanding hue, saturation and brightness
- Adjusting colors in a selective way
- Converting a picture to black and white
- Removing artifacts generated by the camera

- Correcting the lens distortion
- Automatically correcting the perspective
- Detail sharpening and noise reduction
- Adding effects

### Creating a photo album

- Assembling pictures in a book
- Working with the book module
- Setting up a book

### Creating a slideshow

- Assembling pictures for a slideshow
- Working with the slideshow module
- Choosing a slideshow template
- Choosing the page setup
- Adding a background
- Exporting the slideshow

### Printing pictures

- About the printing module in Lightroom
- Choosing the printer and paper size
- Arranging pictures in the page setup
- Creating a border or frame for the pictures

### Making backups and export pictures

- Prevent data loss
- Backup the catalogue file
- Exporting metadata
- Backup the Library
- Exporting images in a new Catalog
- Exporting pictures
- Exporting JPEGs for use on screens
- Exporting PSD or TIFF files for further editing
- Exporting Originals or DNGs for archiving
- Using export presets
- Setting up post-production actions



## Adobe Illustrator Advanced

 2 Days    € 740€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Increase your illustration productivity, learn advanced techniques, discover new tools

#### Prerequisite

Having followed an Adobe Illustrator introduction course and having practiced

#### Contents

##### Coloring

- Create color swatches
- Use Pantone® colors
- Create a user colors library
- Gradients and transparency
- Gradient meshes
- Use Live Paint

##### Paths

- Join and cut paths
- Paths width and profile
- Compound paths
- Create and use personalized brushes

##### Appearance

- Multiple strokes
- Multiple fills
- Opacities
- Blending modes

##### Effects

- Stylize effects
- Pixelization
- 3D effects
- Photoshop effects in Illustrator

## Masks

- Building illustrations with masks
- Create a clipping mask
- Mask opacity

## Symbols

- The symbol library
- Modify the instance or the symbol
- Create a symbol
- Symbol options

## External images

- Linking vs. embedding
- Rasterization and quality
- Live Trace
- Tracing options
- Manual tracing tips & tricks

## Creating Graphs/ Charts

- Use the graph tools
- Change the data
- Graph options
- Format the graph
- Create column designs

## Adobe Acrobat - Forms

 **0.50** Day     **175€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Generate forms, distributions and collect form data with Acrobat Pro

#### Prerequisite

Basic knowledge of Acrobat Pro software

#### Contents

##### Techniques and alternatives for forms

- Defining static and variable data in a form
- Choosing the form method
- Converting a Word document to PDF

##### Creating forms

- Viewing an existing form
- Starting a form using the Acrobat automatism
- Modifying fields
- Creating a new field
- Creating a text zone
- Using radio buttons
- Using checkboxes

##### Creating several fields

- Creating a combo box
- Creating a text box
- Creating an action button

## Modifying a form in Acrobat

- Create a calculated field
- Copying fields
- Assigning JavaScript to a field
- Showing or hiding fields
- Creating a "send" button
- Request a digital signature
- Change the order in which fields are displayed (tab order)

## Distributing and managing forms

- Distribute forms by email
- Distribute forms on a website
- Managing responses and extracting data from a form



## Introduction to the Adobe environment

 **0.50 Day**     **175€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Learn how to use Adobe products

Managing an Adobe account

#### Target audience

Anyone who requires access to graphic design programs

#### Prerequisite

An eye for graphic design

#### Contents

##### Introduction

- Installing Adobe creativ cloud
  - Managing your Adobe account
  - The different Adobe programs and their uses

##### The essentials:

- InDesign
  - Layout
- Illustrator
  - Creating graphic material
- Photoshop
  - Correcting and altering photos

##### Adobe file management:

- Bridge
  - Managing Adobe native files
- Lightroom
  - The photographer's tool
- Acrobat Pro
  - Controlling and enhancing PDF files
- Libraries
  - Sharing and using styles/media between Adobe products

### **The world of animation:**

- Premiere Rush
- Premiere Pro
- After Effects
- Audition
- Final Cut
- Character Animate
- Animate

### **The world of social medias:**

- Adobe Express
- Spark Page
- Spark Video

# Adobe Lightroom Classic CC Archive

 1 Day     Quotation available on demand

## DETAILS

### Goals

Learning how to archive images and footage, how to search, filter and reuse pictures.

### Prerequisite

Knowledge of the Mac or Windows work environment.

### Contents

#### Introduction

- Understanding how works Lightroom Classic CC
- About collections
- Non-destructive modification
- Lightroom workflow

#### The Lightroom interface

- The Lightroom workspace
- Working with panels
- Using the artboard and the modules
- Personalizing the workspace

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- Importing images from a digital camera
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- Creating import presets
- Renaming pictures at import
- Importing pictures from a hard-disk
- Metadata setup
- Import with drag 'n drop

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- Creating sub-folders
- Making content changes in a folder
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- Quick Collections
- Collections
- Smart Collections
- Stacking images
- Using keywords
- Showing keywords
- Adding keywords
- Using flags and notes
- Using color labels
- Adding metadata
- Saving metadata
- Organize pictures by location
- Working in the Map module
- Using a filter on metadata
- Using a filter in the filmstrip

## Collections

- Creating a collection
- Rearranging and deleting images from a collection

- Viewing pictures side-by-side
- Comparing multiple pictures

### Printing pictures

- About the printing module in Lightroom
- Choosing the printer and paper size
- Arranging pictures in the page setup
- Creating a border or frame for the pictures

### Making backups and export pictures

- Prevent data loss
- Backup the catalogue file
- Exporting metadata
- Exporting pictures
- Exporting JPEGs for use on screens
- Exporting PSD or TIFF files for further editing
- Exporting Originals or DNGs for archiving
- Using export presets

## Adobe Photoshop Introduction

 **2 Days**     **740€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Learn the basics of Photoshop, image size, retouching, colormanagement, photomontage

#### Prerequisite

Knowledge of the Windows or Mac work environment.

#### Contents

##### Introduction

- The workspace: menus, options, panels, toolbox
- Saving workspaces
- The difference between vector and pixel images
- The notions of quality: size of the image in pixels, resolution, image depth and compression factor
- Colour fields: RGB, CMYK

##### Retouching the image

- Cropping
- Image size
- Colour adjustment with Camera Raw
- Retouching tools
- Tool options

##### Selections

- Rectangular/oval selection
- The Tools: Magic Wand, Quick Selection, Object Selection
- The lassos

- Transforming the selection: adding, removing

## Layers

- Creating and manipulating layers
- Overlaying
- Opacity and blending mode

## Text

- Text editing
- Character and paragraph options
- Modifying the text layer or its effects

## Masks

- Clipping masks
- Layer masks: creation, modification

## Adobe Illustrator Introduction

 **2 Days**     **740€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Creating vectoral drawings, understanding the composition and modification of existing drawings

#### Prerequisite

Knowledge of the Windows or Mac working environment

#### Contents

##### Basic Shapes

- Rectangle, ellipse, polygon and star shape tools
- Shape options
- Shape transformation
- Creating complex shape out of simple ones

##### Shape properties

- Moving, copying, grouping of shapes
- Colors
- Strokes
- Superposition

##### Paths

- Line tool, pen tool...
- Modifying, transforming, moving anchor points
- Modifying Bezier Curves

##### Creation and saving

- Difference between print and web documents
- Bleed



- Artboards
- Saving and Exporting

## Placing

- Placing a pixel image into the drawing
- Image tracing

## Gradients and transparency

- Creating gradients
- Modifying gradients and adapt to shape
- Object and gradient color transparency

## Typo

- Creating Text
- Character, Paragraph Formats
- Outlines

## Drawing aides

- Guides
- Grid
- Layers and sub-layers

## Adobe InDesign Introduction

 **2 Days**     **740€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Learn the essentials to create professional looking documents: flyers, leaflets, posters, catalogs...

#### Prerequisite

Knowledge of the Mac or Windows work environment, basic knowledge of text processing.

#### Contents

##### Introduction

- Presentation of the program: interface
- Working with blocs
- Text and image import
- Work flow

##### Working with text

- Add, delete, copy and paste
- Format characters
- Format paragraphs
- Text import
- Corrections and replacements
- Missing fonts
- Text flow
- Styles to uniform presentation

##### Working with images

- Importing images
- InDesign and Illustrator / Photoshop
- Image resizing
- Understanding image quality

## Working with blocs

- Using colors
- Relationship between blocs
- Add lines, borders, circles
- Resize, copy, paste graphic elements

## Layout

- Create a new document
- Visual layout: text and images
- Text wrap
- Creating structure: margins, columns, gutters
- Create and modify tables

## Masters

- Go to Master pages
- Add elements to the master
- Apply a master on a page
- Pages without master

## Save and export

- Save the work copy
- Create a package
- Create a PDF for print
- Create a PDF for the Web

## Adobe Premiere Pro

 **2 Days**     **740€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Using Rushes, stills, sound and text to cut and finalize a professional video.

#### Prerequisite

Knowledge of the Windows work environment.

#### Contents

##### Start

- Starting a project in an ideal setting

##### Working with the user interface

- Using the interface
- Customizing the interface

##### Importing rushes

- Importing files as rushes
- Importing stills
- Importing Photoshop and/or Illustrator files

##### Organizing Assets

- Visualizing elements in the project explorer
- Organizing elements into bins

##### Cutting in the sequence

- Seeing clips on-screen
- Defining markers

- Defining Entry and Exit points
- Dragging and dropping to populate the sequence
- Modifying superpositions and intersections
- Using the Sync Lock
- Editing of the source clip or of the sequence clip
- Defining 3 or 4 entry points

## Modifying the Timeline

- Timeline navigation
- Using tracks
- Selecting clips
- Moving clips
- Shorten and changing the speed
- Viewing the content
- Creating transitions with the Slip and Slide tools
- Removing and Extracting clips

## Adding titles

- Using the text tool
- Creating text from templates
- Modifying the titles
- Title animation and motion

## Adding transitions

- Adding a transition
- Enhancing the transition with the effects panel

## Previewing a sequence

- Previewing a sequence
- Establishing connections between sequences

## Sound

- Changing the sound level
- Modifying sounds
- Controlling the input level

- Controlling the master level

### **Adding Effects**

- Video effects
- Audio effects

### **Adding motion effects**

- Defining anchor points, positions, rotation and scale
- Defining movement settings

### **Exporting**

- Exporting to a physical drive
- Export to various formats using the Adobe Media Encoder

## Adobe InDesign Advanced

 **2 Days**    **€ 740€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Gain a deeper knowledge of the program, being able to create long or complex documents

#### Prerequisite

Having followed the InDesign introduction course and having practiced

#### Contents

##### Reminders

- Automatic text flow
- Paragraph styles
- Text and image import
- Basic shapes

##### Text and tables

- Character styles
- Cell styles
- Table styles
- Alternate glyphs
- Drop caps and nested styles
- Correct setup of lists
- Import options
- Create a table of contents
- Create footnotes
- Text frame options
- Automatic scaling of text boxes

##### Interactivity

- Create and reuse hyperlinks

- Create cross-references
- Create PDF forms

## Masters

- Base masters upon each other
- Create masters of different sizes

## Setup

- Perfect binding
- Gusset folds
- Folds and cut-outs
- Sections

## Graphic objects

- Shape options
- Create complex shapes
- Color gradients
- Opacity gradients
- Object effects
- Anchored objects: creation, options

## Document review

- Useful text and object search options
- Preflight options
- Overprint preview



## The Adobe Creative Cloud updates

 2 Days    € 740€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Learn what's new in Adobe products over the past two years so you can use these updates more thoroughly.

#### Target audience

Anyone who uses Adobe products on a regular basis and wants to keep up to date with new features.

#### Prerequisite

Minimum: Basic knowledge of Adobe products.

Optimal: In-depth knowledge of the programs.

#### Contents

##### Adobe Creative Cloud

- License and program management
- Access the cloud included in the license
- Swapping libraries in a team

##### Adobe Bridge

- Navigate through Adobe files and combine different tasks

##### Adobe InDesign

#### Interactivity

- Add and manipulate interactive elements for use in PDFs
- Automatically create bookmarks with tables of contents

#### Working collaboratively with InDesign files

- Manipulating and applying comments

## Adobe Photoshop

### Using smart objects

- Understanding smart objects and their correct use in .psd files

### Clipping/Masking

- Explain the evolution of the different clipping tools
- Understand the "Select and mask" module
- Combining actions with multiple files

### Colour Management

- Setting up colour profiles & application in the workflow
- Checking colour conversions for correct results
- Working with Camera Raw

### Working collaboratively with Photoshop files

- Manipulating and applying comments

## Adobe Illustrator

### 3D effects in Illustrator

- Using the new 3D filters in Illustrator

### Gradients

- Creating complex and editable gradients
- The blend tool and the mesh tool in action

## Adobe Acrobat - Basis training

 **0.50** Day     **175€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Create, modify and print PDF documents.

#### Prerequisite

Basic knowledge of Windows and Office.

#### Contents

##### The interface

- Starting Acrobat Pro
- Differences between different PDF readers; Adobe and third-party products
- The interface and the tools
- Navigating through a PDF document
- The identity of the user

##### Creating PDFs

- Creating PDFs from any recognised source
- Creating multiple PDF documents at once
- Choosing a standard PDF or a portfolio PDF

##### Combine documents into a PDF

- Create a merged PDF file from different documents
- Create a PDF portfolio
- Adding files or folders to a portfolio
- Searching in a portfolio
- Edition in a PDF document

## Edition in a PDF document

- Manipulating pages
- Adding headers and footers
- Censoring a PDF with sensitive data
- Creating security/company watermarks and backgrounds
- Copy content
- Editing and adding text
- Comparing PDF documents
- Exporting a PDF to another format

## The digital bookmarks

- Creating and using bookmarks
- Marking a specific location with a bookmark
- Managing bookmarks with a tree structure
- Changing the destination of a bookmark

## Collaboration

- Handling and applying comments
- Sharing PDF files and managing/tracking responses

## Signature applications

- The different signatures and their uses
- Adding a scanned signature
- The validity of a certified signature

## Miscellaneous

- Searching for keywords in a PDF
- The different security options for a PDF
- The advantage of Adobe PDF forms



- Creating and managing links in a PDF

## Adobe Photoshop Advanced

 **2 Days**     **740€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Working non-destructively, enhancing creativity, creating automations

#### Prerequisite

Having followed a Photoshop introduction training and having practiced or possessing equivalent knowledge

#### Contents

##### Smart Objects

- Why you should use them
- Create a Smart Object
- Import a Smart Object
- Modify and save a Smart Object

##### Filters

- Smart Filters
- Filters, Filter Gallery
- Blur Filters
- Camera Raw filter

##### Image Adjustments

- Curves
- Hue & Saturation, Black & White
- Colorization – Gradient maps

##### Advanced selection techniques

##### Photomontage



- Panorama and depth
- HDR

## Integration

- Integration of Illustrator images

## Shapes and path

- Create and modify shapes properties
- Create and modify paths

## Script and automation

- Creating automating actions
- The image processor

## After Effects Introduction

 **2 Days**    **€ 900€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Learn the foundation skills needed to create visual effects and motion graphics for film, video, multimedia and the web.

#### Prerequisite

Knowledge of the Windows work environment. Knowledge of Photoshop, Illustrator or Premiere Pro is considered an asset but not mandatory.

#### Contents

##### Introduction

- Digital video basics
- Understanding analog versus digital
- Clarifying frame rate and resolution
- Understanding storage space
- Defining motion graphics

##### After Effects user interface

- Creating a project
- Using the After Effects panel system
- Organizing the project window
- Using the Composition window
- Using the Timeline window
- Ram Preview vs. Standard preview

##### Media management

- Importing media files
- Importing Photoshop & Illustrator files
- Previewing footage
- Previewing stills and video
- Previewing audio



- Trimming a video clip
- Using the interpret footage dialog box
- Looping an audio or video file

## Layers

- Getting to know layers and their options
- Creating a layer
- Understanding the layer switches
- Using time stretch and frame blending
- Nesting compositions/layers using
- Using precomps

## Keyframes

- Animating layer properties
- Understanding motion paths
- Working with layer blending
- Controlling the speed of animations
- Learning the easing principles

## Adding text to your project

- Creating text
- Using the Character and Paragraph palette
- Animating text with keyframes
- Animating text using presets

## Using Masks and alpha channels

- Masking
- Animating masks
- Working with alpha channels
- Track matte

## Effects

- Effect basics
- Animating effects

## Rendering and exporting

- Rendering to various formats
- Understanding the render queue
- Adjusting render settings
- Creating render templates
- Exporting a project file
- Rendering an individual frame

## Dreamweaver emailing

 2 Days  Quotation available on demand

### DETAILS

#### Goals

Knowing how to conceive the contents of a mass emailing bulk sent with Mailchimp or Campaign Monitor, use the corporate design guidelines and tags specific to emails.

#### Prerequisite

Knowledge of the Mac or Windows work environment, basic knowledge of text editing.

#### Contents

##### Introduction

- The different Web coding languages: html, CSS, javascript
- Email specifics
- The different mail clients
- The Dreamweaver user interface
- The “wysiwyg” concept

##### Conceiving the email

- Creating the storage structure for the email
- Creating the html page
- Used html version
- Code vs Design/Live view

##### Html coding basics

- Tags
- The page structure
- Paragraphs
- Headings
- Lists
- Images
- Links

- Tables

## Page layout

- With tables
- With div
- Using snippets

## Styles and formats

- Html format
- CSS format
- Positioning of the CSS

## Emailing specifics

- Emailing specific html tags
- Specific CSS
- Responsive Layout
- Import in the bulk mailing system
- Generating a “plain text” version

## HTML Level 1

 1 Day  Quotation available on demand

### DETAILS

#### Goals

Use a Hypertext editor to create a HTML document, to insert images in a document and to create links between text and images.

#### Prerequisite

Having a basic knowledge of the Windows environment. Some experience with the Internet and word processors is an asset.

#### Contents

##### Introduction

- Internet and Web pages
- Understand the method of publishing documents on the Web

##### Start with an HTML document

- Types of web pages
- Specify the encoding of the page
- Structure of an HTML page (head, body, etc...)

##### Formatting

- The heading styles
- Paragraph tags
- Text alignment

##### Links

- Insert a link
- Use anchors to navigate in a page

##### Pictures

- Insert a picture

- Create a link from a picture
- Position the images on the page

## Tables

- Create a table
- Use table headers
- Use a table for page layout

## Lists

- Create an ordered list
- Create an unordered list

## Styles

- Use CSS (Cascading Style Sheets) for a simple formatting:
  - In a tag
  - In the header of the page
  - In an external file

## Publisher

 1 Day  Quotation available on demand

### DETAILS

### Goals

Being able to create a publication using Publisher

### Prerequisite

Basic Windows skills.

### Contents

#### Introduction

- Interface
- Basic concept to setup a page
- Methods to work with MS Publisher

#### Object

- Insert text box
- Insert shapes
- Insert picture
- Insert tables

#### Formatting

- Alignment and position of the objects
- Text formatting
- Shapes formatting
- Picture formatting
- Table formatting

#### Other options

- Linking text boxes
- Using a place holder



- Page Numbering
- Master Pages
- Using template and Business information
- Using building blocks

## Printing

- Page Setup
- Export your publication for a commercial printer



## HTML5 - CSS3 - How to create web pages

 **3 Days**     **1320€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

- Design and develop web applications in HTML5 and CSS3
- Set up and validate the HTML 5 structure of web pages
- Dress web pages in CSS3 to make them more attractive
- Know how to produce pages compatible with different internet browsers
- Make Responsive Design the web pages of a site

#### Target audience

Anyone wishing to learn how to create web pages based on HTML5 and CSS3, such as:

- Webmasters
- Web designers
- Developers
- Technical project managers

#### Prerequisite

Know the Windows environment

#### Contents

##### Presentation

- Historical context
- HTML: the language of the Web
- Operation of a website
- Evolution of the use of terminals (PC, smartphone, tablet, etc.)
- The new HTML5 vision

##### Structure of an HTML document

- Main Tags
- Simplified with HTML 5
- Elements and their placements

### HTML: a markup language

- Titles and paragraphs of text
- Line feed control
- Special characters
- Comments
- Other text tags
- Lists
- Tables
- Forms
- Semantic tags
- Audio and video

### CSS style sheets

- Syntax of CSS selectors
- Pseudo-selectors
- Main CSS properties
- CSS rules
- CSS Frameworks
- The box model
- "block" and "inline" elements
- The display property
- Padding, margins and borders
- Manage positioning: in the flow, absolute and relative, fixed, floating

### Go further with CSS 3

- New selectors

- Fonts, colors and borders
- Positioning in columns

## Responsive Web Design

- Presentation of Media Queries
- Adaptation of CSS to the characteristics of the terminal
- JavaScript and older browsers
- Additional setting of visual rendering (viewport)
- Grid principles: fluid, fixed
- Introduction to Frameworks and responsive libraries (Bootstrap, ...)

## HTML Level 2

 1 Day  Quotation available on demand

### DETAILS

### Goals

Create HTML documents, format with CSS, link images or other media (e.g. voice), create and structure forms, understand multi-level tables.

### Prerequisite

Basic knowledge of the Windows environment. HTML-Level 1 or equivalent. The editor being Word, a basic knowledge of how to use the word processor would be an asset.

### Contents

#### Multimedia / HTML 5

- Use the audio tag
- Use the video tag
- Insert a flash object
- Use the canvas tag

#### Formatting the site with CSS (Cascading Style Sheets)

- Different media targeted by style sheets
- Multiple style sheets, permanent, alternative...
- Use the div and span tags to format the page
- Create a horizontal or vertical menu with CSS and HTML

#### Forms

- Create a form on a web page
- Use form controls

#### Scripts

- Insert a script on a web page
- A small JavaScript example

## Graphics

- Find and insert site elements (animated picture gallery, etc.)

## Emailing with HTML

- Constructing tables: the principles
- Legal and illegal contents

## IT

## Excel 365 – Data Model (Power Pivot) Advanced

 1 Day  Quotation available on demand

### DETAILS

#### Goals

Creation of advanced measures in DAX. Using Excel's Cube Functions. Creation of Dashboards based on the Data Model.

#### Prerequisite

Very good Excel knowledge, basic knowledge of the Data Model, Power Pivot and DAX.

#### Contents

##### Reminders

- Add data to the data model,
- Create relationships,
- Create DAX calculated columns,
- Create simple measures (SUM, DISTINCTCOUNT),
- Use CALCULATE to change the filter context within a formula,
- Use Time Intelligence functions (DateAdd, ParallelPeriod,...).

##### DAX

- Use ISFILTERED, HASONEFILTER and HASONVALUE to change the totals and subtotals calculations,
- Use SUMX to avoid creating unnecessary calculated columns,
- Use ADDCOLUMNS, SUMMARIZE and AVERAGEX to calculate averages of sums,
- Use RANKX to calculate ranking,
- Use FILTER to filter "against" relationships.

##### Excel Dashboards

- Add a Key Performance Indicator to an existing measure,
- Convert a PivotTable to formulas to open graphing and formatting options,



- Excel's cube functions (CubeMember, CubeValue, etc.),
- Create a dashboard.



## SharePoint 2016 End User

 1 Day    € 370€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Being able to use a SharePoint site as a Member

#### Prerequisite

Basic understanding of web sites

#### Contents

##### Introduction

- What is SharePoint?
- The SharePoint philosophy for file storage
- Advantage of using SharePoint

##### Document Library

- Uploading files in SharePoint
- Editing files stored in SharePoint
- Deleting and recovering a file
- Check in / Check Out
- Co-Authoring
- Using the Datasheet view to change multiple file properties

##### Other type of Library

- Picture Library
- Wiki Page Library
- Asset Library

##### Task List

- Creating a Task

- Assigning a Task

## Contacts List

- Creating a Contact

## Calendar

- Creating an Event

## Other Type of List

- Discussion Board
- Announcements
- Survey

## View

- Creating a Personal View
- Displaying more column
- Sorting
- Filtering
- Grouping

## Feature of SharePoint

- Alerts
  - For a Document
  - For a library
- Versioning
- Synchronization of Library with OneDrive for Business

## Connection to Microsoft Office

- Connect a Calendar to Microsoft Outlook
- Connect a Task list to Microsoft Outlook
- Connect a Contacts List to Microsoft Outlook
- Connecting a Library of Document to Microsoft Office

## Search



**My Site**

## Introduction to C# and WPF applications development

 4 Days  Quotation available on demand

### DETAILS

#### Goals

This 4 day course is aimed at developers who want to learn the C# language in the development of WPF applications.

#### Prerequisite

Knowledge of the Windows environment.

An experience in programming is an asset, but is not strictly mandatory for this basic training.

#### Contents

##### General introduction to C#

##### Terminology

- Foundations : the Common Language RunTime
- The .Net Framework
- Program types you can create with C# : Windows Applications (Winforms/WPF), Web Applications, Windows Services , Web Services , Windows Controls, Web Controls, Silverlight ...
- XML in .NETand WPF

##### Using the IDE (Development Environment)

- Toolbox
- Solution Explorer
- Classes Explorer
- Properties window
- Code window
- Dynamic Help
- Managing user profiles and preferences
- Object Browser

##### The C# language

- Data types and variables (CTS – Common Type System)
- 'Value' type variables (Structures and primitive types)
- 'Reference' type variables (Classes)
- Keywords: if, switch, for, for-each, do
- Fundamental principles of object-oriented programming (Classes, Methods, Properties)
- Inheritance, override and Interfaces in C#
- Using the main types of Collections
- Using Delegates and Events
- Introduction to 'Lambda expressions'

## Handling Errors

- Handling errors in an application
- Exceptions Hierarchy
- Catching exceptions (Try/Catch/Finally)
- Throwing exceptions (Throw)
- Nested Exceptions (inner exception)

## Introduction to WPF forms creation

- WPF : replacement of the Winforms ?
- XAML : declarative language for creating graphical interfaces
- Creating the graphical interface via the Visual Studio Designer
- The 'containers' : StackPanel, DockPanel, WrapPanel, Grid
- The basic controls: Textblock, Textbox, Button, Checkbox, Combobox
- Handling events

## Debugging, Compilation & Deployment

- Debugging : breakpoint, step by step, edit and continue
- Compiling projects and solutions
- Deploying by copying files ('XCOPY' method)
- Deploying by Project deployment ('Setup')

## Power BI Desktop – DAX

 1 Day    € 390€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Creation of advanced measures in DAX.

#### Prerequisite

Basic knowledge of Power BI Desktop (basic DAX and creating visuals).

#### Contents

##### Reminders

- Create a calculated column,
- Create a date table using a formula,
- Create simple measures (SUM, DISTINCTCOUNT),
- Use CALCULATE to change the filter context within a formula.

##### Function spotlight: Calculate

- Use CALCULATE with column filters,
- Use CALCULATE with table filters (ALL, ALLSELECTED, REMOVEFILTERS, FILTER).

##### Iterator Functions

- Use SUMX to create a measure based on a calculation at table level (sum of field1\*field2, etc.),
- Use CONCATENATEX and DISTINCT to create a measure that concatenates all possible values for a field,
- Use RANKX to calculate Ranks,
- Use AVERAGEX, SUMMARIZE and ADDCOLUMNS to create an average of sums by category.

##### Time Intelligence

- Calculate Year-to-Date and Quarter-to-Date values (TOTALYTD, TOTALQTD),

- Compare a period to the same period one or more year(s), quarter(s) or month(s) earlier (DATEADD),
- Compare a period to its parent period – quarter to year, month to year, etc. (PARALLELPERIOD).

## MS Project 2013, 2016, 2019

 **2 Days**     **860€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Use Project to plan projects

#### Prerequisite

Windows environment

#### Contents

##### General

- Project versions (Standard, Professional)
- Project Server connectivity
- File formats

##### Interface

- Insert/hide columns
- Views
- Tables in Project
- Use the Organizer
- Filter, sort, group

##### Tasks

- Task input
- Task mode
- Milestones
- Summary tasks
- Recurring tasks
- Task sheet columns available

##### Resources



- Resource input
- Resource types
- Assign resources to tasks
- Overallocations
- Leveling

## Calendars

- Manage a project's calendars
- Change working times
- Add exceptions
- Change a resource's calendar

## Progress tracking

- Baselines
- Enter task progress as a percentage or days
- Display progress lines
- Display late tasks
- Reschedule unfinished work
- Use progress tracking views and tables

## Reporting

- Use the Project built-in reports
- Create custom reports
- Use Visual Reports to create Excel and Visio connected reports
- Export project data to a cube file, Excel or Access

## Format and print

- Format tables
- Format the Gantt Chart view
- Format the Network Diagram view
- Format the Timeline view
- Format the Calendar view
- Print the Gantt Chart

## Project advanced features



- Insert subprojects
- Customize columns (lookup, formulas)

## Power BI Desktop – Visuals and Formats

 1 Day    € 390€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Learn about the visualizations and formatting in Power BI.

#### Prerequisite

Basic knowledge of Power BI Desktop.

#### Contents

##### Page format, Themes and Templates

- Format a page,
- Create a theme to change the overall look and feel of a report,
- Load an existing theme and edit it,
- Save a theme as a json file,
- Create a template.

##### Basic Visuals and formats

- Insert a visual and place it on the canvas,
- Basic formatting concepts (format pane, categories, etc.).

##### Tooltips

- Add additional fields in the Power BI default tooltips,
- Create a custom tooltip with Power BI visuals.

##### Conditional formatting and analytics

- Dynamically change the color of visual elements with conditional formatting,
- Add conditional formatting icons to your tables and matrices,

- Use Power BI's analytics features to add constant lines, average lines, trend lines, etc. to your visual.

### **Drilldown & Drill-through**

- Setup drilldown for report consumers,
- Create a drill-through page to show additional insight based on a particular field.

### **Target Analysis**

- Use the KPI visual to analyze a data point compared to a target,
- Use the Gauge visual to analyze a data point compared to a target
- Create a custom KPI visual by combining other visuals.

### **AI Visuals**

- Setup the Q&A visual to let users type natural language queries,
- Use the Key Influencers visual to identify the key influencers in your data,
- Use the decomposition tree interactive visual to explore data.

## Excel VBA (Visual Basic)

 **2 Days**     **740€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Being able to program with Visual Basic (VBA) in Excel.

#### Prerequisite

Good Windows and Excel skills.

#### Contents

##### Interface

##### Terminology

- Key Words
- Description of an object in VBA

##### Recording

- Recording procedure
- Recording options
- Manual execution of a macro

##### Creating a procedure –Subroutine

- Inserting new modules
- Inserting a new procedure or function
- Help in the creation process

##### The variables

- Variables accessibility
- The “Dim as” statement

## References and Selections

- Cell references
- Object references
- Selection of a cell or of an object

## Interactivity

- Inputbox
- MsgBox

## Conditions

- The “IF” Statement
- The “Select Case” Statement

## Loops

- For...Next
- Do...Loop

## Object manipulations

## User Forms

## Debugger

- Step by step execution
- Break point
- Watch-Immediate window

## Functions

## Managing errors codes

## Excel Data Model 2016, 2019, Microsoft 365 Apps for Enterprise (PowerPivot)

 1 Day    € 370€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Create a Data Model. Manage the Data Model. Create simple calculations

#### Prerequisite

Very good Excel knowledge

#### Contents

##### Definitions

- Data model, measures, dimensions

##### Solutions for large data volumes

- The problem
- OLAP, BI, data cubes

##### The PowerPivot approach

- Advantages
- Limits
- Issues

##### First Use

- PowerPivot tab and window
- Getting Data – the various available sources
- Create a quick analysis

##### Further analysis

- Aggregation principles
- Subtotals and grand totals
- Filtering the data
- Simple calculations
- Simple layout

## Data Model Manipulation

- Data view and diagram view
- Creating calculated columns (IF, ISBLANK, RELATED)
- Deleting unneeded data (reduce file size)
- Hiding columns/tables (make the model more simple for the end user)
- Adding new tables to an existing PowerPivot data model
- Sorting a column based on the contents of another column
- Creating measures in the data model (SUM, AVERAGE, DISTINCTCOUNT)



## SharePoint for site Owners

 1 Day    € 370€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

This training focuses on the most important and popular features you need as a SharePoint Site Owner

#### Prerequisite

Very good knowledge as an end user or followed the end user training

#### Contents

##### Refresh

- Quick refresh on the different element of a site

##### Permissions and roles

- Inviting new member
- Managing access request
- The structure of a SharePoint collection
- Understanding the permissions inheritance

##### Managing SharePoint Apps

- Adding apps
- Removing apps

##### Managing settings of document libraries and lists

- Creation of public views
- Creation of columns / Metadata
- Changing the settings of a document library and a list

##### Changing the site settings



- Managing the Quick Launch and the Top link bar
- Changing the look & Feel
- Changing the site features
- Creating a document set

## Pages

- Editing a page
- Web Part and App Part

## Creating a sub-site

- The different site templates
- Creating a sub-site with unique permission

## Workflow

- Changing the site feature to enable the Workflow
- Creating a Workflow
- Using a workflow

## REACT JS Introduction

 6 Days    € 1725€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Connaissance de base en JavaScript

#### Target audience

Développeurs

#### Contents

##### Rappels

Définir un vocabulaire commun et connaître les éléments du langage les plus couramment utilisés

ES6 (nouveau du langage)

Programmation fonctionnelle (High order function, ...)

##### React

Principes de base

- Comprendre l'intérêt de react par rapport à ses concurrents et la façon dont il a été pensé.

Composants (classe, stateless component, High Order Component)

- Apprendre à écrire les composants et découper sa page en composants réutilisables

Etats des composants (data)

- Comment garder de la donnée au sein d'un composant ou l'échanger entre composants

Redux

- Comprendre les limites de l'utilisation des états des composants
- Echanger de la donnée entre plusieurs composants
- Séparer la Donnée de la Vue
- Comprendre l'intérêt du pattern Redux par rapport aux concurrents (two-way binding par exemple)

Principes du pattern (flux unidirectionnel, store, reducer, actions, ...)

Redux-saga

React-router objectifs: construire une SPA dont les urls sont bookmarkables

Tests / debugging objectifs produire une application de qualité avec des tests unitaires et de composant

Optimisations des applications (vitesse, mémoire, ...)

- Comprendre le fonctionnement de la librairie et les premières choses à mettre en place pour éviter des traitements supplémentaires.
- Utiliser des outils pour voir où intervenir dans le code en priorité.

## Access VBA

 **2 Days**     **740€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Being able to program with Visual Basic (VBA) in Access.

#### Prerequisite

Working experience with Microsoft Access.

#### Contents

##### Introduction

- Introduction to VBA
- Terminology
  - Objects
  - Collections
  - Properties
  - Methods
  - Events
  - Modules
  - Sub Procedures
  - Functions
- The Visual Basic Editor

##### Modules

- General modules
  - Concepts and uses
- Forms and report modules
  - Concepts and uses

##### Variables

- Definition
- Variable declaration and Data Types
- Local and global variables

## Controlling Program Execution

- Conditional structures
  - If
  - Select Case
- Loop structures
  - For & For Each
  - Do Loop
- Interactivity
  - Inputbox
  - MsgBox

## DAO

- Concepts
- Object hierarchy
- Recordsets
- Read, update, add and delete records

## VBA Debugging Tools

- Errors in Code
- Debugging Techniques

## Handling Runtime Errors

- Understanding error handling
- Understanding VBA's error trapping options
- Trapping errors with the On Error statement

## Excel 2019, 365 – Get & Transform Data (Power Query)

 1 Day    € 370€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Connect to data, transform it and display the results in Excel.

#### Prerequisite

Very good Excel skills

#### Contents

##### Connect to data

- Connect to Excel data
- Connect to flat text files (csv, txt)
- Connect to a database

##### Load data to the workbook

- Load a query to a worksheet table
- Create a connection without loading the data
- Create a PivotTable based on a Power Query connection

##### Simple transformations

- Delete rows and / or columns
- Pivot / unpivot columns
- Sort and Filter
- Split columns
- Change a column's data type
- Extract characters from a column

##### Combine data

- Merge two tables based on a common column
- Append the contents of a table to another table

### **Advanced transformations**

- Add a column from a sample of the expected result
- Create a formula using the editor
- Use parameters
- Create a custom Power Query function



## REACT JS avancé

 **2 Days**     **1300€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

- Comprendre les concepts avancés de React.
- Optimiser les performances des applications et l'expérience utilisateur.
- Améliorer la qualité du code produit.
- Intégrer les différentes librairies externes incontournables.

#### Contents

##### Bonnes pratiques de développement

- Rappels de productivité : prop-types et DefaultProps, component sheet avec StoryBook.
- Typage du code avec flow ou TypeScript.
- Prototyper rapidement un composant, solutions.
- Mettre en place des tests unitaires et fonctionnels.

##### Travaux pratiques

- Amélioration de la qualité de l'application grâce au typage et aux tests automatisés.

##### Techniques et design patterns avancés

- Le pattern des higher order components (HOC).
- Le rendu dans des éléments DOM distants avec les portals.
- Injection de dépendances avec les contextes.
- « React hooks » programmation fonctionnelle : useEffect, useState.
- React : création de « customHooks » pour distribuer une logique personnalisée.

##### Travaux pratiques

- Mise en œuvre des contexts et des portals dans l'application fil rouge. Création de composants fonctionnels et utilisation des hooks.

### Optimisation des performances

- API pour l'optimisation React.Suspense React.Lazy, mode concurrent et React.Cache.
- Server side rendering avec NextJS.
- Comment optimiser le cycle de vie des composants ?
- Utiliser l'immutabilité pour accélérer et simplifier les traitements.
- Les composants purs.

### Travaux pratiques

- Mise en œuvre du code splitting avec React.Lazy et Suspense.

### L'internationalisation

- Internationalisation versus localisation : différences et scénarios d'utilisation.
- Les principales bibliothèques d'internationalisation.
- Intégration dans React

### Travaux pratiques

- Traduction de l'application fil rouge et gestion du changement de langue.

## Power BI Desktop

 **2 Days**     **740€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

To create reports in Power BI desktop

To learn how to manipulate data in Power Query

To learn how to manipulate a data model and write formulas

#### Prerequisite

Knowledge of the Windows work environment

#### Contents

##### Introduction

- What is Power BI?
- Licences,
- Power BI Desktop environment.

##### Importing data with Power Query

- Loading data from different types of sources,
- Transform data to fit the model:
  - Filter,
  - Pivot / un-pivot,
  - Merge queries,
  - Append data from one query to another (Append Queries),
  - Select columns to keep from the source,
  - Rename columns,
  - Duplicate / reference queries,
  - Disable query loading in the model.

- Update data

## Data Model

- Data modelling and best practice implementation,
- Creating relationships in the data model,
- Cardinality of relationships (one-to-many, one-to-one, many-to-many),
- Direction of filters.

## Creating calculations in the data model - Introduction to DAX (Data Analysis eXpressions)

- Create calculated columns in DAX,
- Create conditional formulas using IF,
- Use data from a related table using RELATED,
- Create measures (aggregate calculations - sums, counts, etc.) in DAX (SUM, COUNTROWS, etc.),
- Create measures using Quick Measures,
- Calculate a percentage of the total (DIVIDE, CALCULATE, ALL),
- Create time comparison measures (TOTALYTD, TOTALQTD, TOTALMTD, DATEADD),
- Customise the date tables of the model (CALENDAR, CALENDARAUTO, FORMAT, YEAR, MONTH).

## Visualisations

- Graphics: Columns, Bars, Ribbon, Line, Area, Waterfall,
- Proportions: Pie, Donut, Treemap, Funnel,
- Performance indicators: KPI, Gauge, Card, Multi-Row Card,
- Geographic data: Map, Filled Map, Shape Map,
- Interactive: Key Influencers, Decomposition tree, Q&A, Smart Narrative, Slicers.

## Formatting

- Formatting of report pages,
- Use of themes to harmonise reports,
- Basic formatting of visualisations,
- Conditional formatting based on colour gradients or data bars,

- Conditional formatting based on rules,
- Conditional formatting based on measures.

### Filtering reports

- Filter a visualisation,
- Create a top/bottom X,
- Filter all views of a page,
- Filter all visualizations of a report,
- Drill down on the data of a visualization,
- Editing interactions between visualisations.

### Publication and integration

- Publish a report,
- View a published report in Teams,
- Power BI app for report visualization (mobile and Windows),
- Integration of published reports in PowerPoint.

## Linux: Administration

 5 Days     Quotation available on demand

### DETAILS

#### Goals

Cover in detail the administration of Linux and the functions of the operating system.

#### Prerequisite

Basic IT skills.

#### Contents

##### Examples of softwares

- Office products (OpenOffice, GNUMERIC, abiWord...)

##### Install Linux

- Prerequisites, supported hardware platforms
- Different installation methods
- Installing 2 Operating Systems on the same machine, virtualization
- Discover the working environment, graphical desktop, terminal, basic commands

##### Start up and shut down

- Main startup stages
- Configuring the Grub Boot Loader
- Application init, init level
- Application init, init level
- System shut down

##### Managing the file system

- Folders tree diagram
- Supported file systems, creating and formatting file systems
- Managing partitions, fstab file
- Mount and unmount different types of file systems

- The different types of files, folders, links, pipes
- Managing disk space and quotas

### Users and rights

- Managing user accounts and groups
- Multi User systems: philosophy and session startup mechanisms
- Setting file permissions
- Remote connection, SSH

### Installing software and peripherals

- RPM and Deb packaging systems, managing dependencies
- Updating the applications
- Installing from the sources
- Automating the processes with Crontab
- The notion of process, some useful commands
- Managing peripherals, modules, device files

### Introduction to Samba

- Installation, anatomy, involved processes and their roles
- Basic configuration of a shared folder and printer
- Securing a shared resource

### Troubleshooting

- Start up in Single-user mode
- Booting into Rescue mode
- Backup and restore tools, commands: tar, rsync, incremental backup

## SQL Basics - databases and language training

 **3 Days**     **1320€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

This "discovery" course will enable you to understand relational databases and how they operate. You'll work with the SQL language to query the data in a base. You'll also become familiar with more advanced queries to analyze information.

#### Target audience

People in charge of reporting or analysis, assistants, anyone who needs to carry out simple queries or updates on a database with SQL language.

#### Prerequisite

No particular knowledge. Education common to all relational databases (Oracle, SQL Server, DB2, PostgreSQL, MySQL, Access, SQL Lite, etc.).

#### Contents

##### Learning objectives

- Understand the principle and contents of a relational database.
- Create queries to extract data based on different criteria.
- Produce queries with joins in order to get information from multiple tables.
- Use simple calculations and data aggregation.
- Combine results from multiple queries.
- Instructional methods.

##### Hands-on work

Many sequential exercises for extracting data from an example database.

### Program

#### Introduction to databases

- What are a database and a database server?



- Reading a relational model.
- Creating a table. Notions of columns and types.
- Primary key and uniqueness.
- Links between tables and referential integrity.
- Metadata of tables, columns, and keys.
- Tool for querying a database.

### **Extracting data from a table**

- What is an extraction query?
- List the values to be returned.
- The WHERE clause for filtering data.
- The absence of a value (NULL marker).
- Returning unduplicated rows (DISTINCT).
- Restriction operators (BETWEEN, IN, LIKE, etc.).

### **Querying data from multiple tables**

- Concept of joins: Returning information from multiple tables.
- Internal join. External join.
- The “natural” join... and its difficulties.
- Assembly operators (UNION, INTERSECT...).

### **Ranking and statistics**

- Finding aggregate values (MIN, MAX, AVG, SUM, etc.).
- Calculating relative aggregates with GROUP BY.
- Filtering aggregate values with HAVING.
- Mixing aggregates and details with OVER.
- Ranking results with RANK, ROW\_NUMBER and NTILE.

### **Presenting and sorting data**

- Presenting data from columns with aliases.
- Converting from one type to another.
- Making choices using the CASE operator.
- Sorting data with ORDER BY.
- Operations on character strings and dates.

### **Using subqueries**

- What is a subquery?
- Different types of results.
- Subqueries of lists and IN, ANY/SOME and ALL operators.
- Correlated subqueries.
- Using CTE (Common Table Expressions) to factor subqueries.

## Nouvelles technologies (NTIC)

## Skype For Business

 **0.44** Day     **135€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Use Skype for business to communicate, meet, share and present in a more efficient way.

#### Prerequisite

Knowledge of the Windows work environment.

#### Contents

##### Interface

- The contacts
- Conversations History
- Meetings

##### Contacts

- Search for contacts
- Organize your contacts

##### Instant messaging

- Communicate
  - By chat
  - By Audio
  - By Video

##### Conversation History


- Find a missed conversation
- Find a missed call
- Access the entire discussion history

## Skype Meetings

- Create a Skype Meeting
- Manage the participant's action
- Present
  - Files
  - PowerPoint presentation
  - Your screen
  - A whiteboard
  - A poll
  - Questions & Answers

## Connection with Outlook and the other Microsoft Office applications

## Online Collaboration with Microsoft 365 tools

 1 Day    € 300€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Take advantage of the new online collaboration tools offered by Microsoft Office 365. Panoramic view of the different possibilities offered in terms of online collaboration, editing and storage.

**Please note that this content is intended for any Teams user, not an administrator. The administration part of the M365 environment (Admin Center, Azure, SharePoint and Active Directory) is not covered.**

#### Prerequisite

Being familiar with the Windows environment.

Possess an Office 365 license.

#### Contents

##### TeamWork – Connect to people

- Teams
  - Adding value of Teams
  - Team & Channels
  - Create Team, channel (Public or private)
  - Add/remove member(s)
  - Conversations in Teams and Channels
  - Private Chats and Meetings
  - Sharing Files
  - Apps and Optional Features
  - Mobile App
- Planner
  - Discover Planner
  - Organise tasks
  - Task management

- Task status (tracking chart)
- Forms
  - Creating an online survey/questionnaire
  - Viewing results

### Editing & collaborative spaces

- One Drive
  - New personal hard drive on the Cloud
- SharePoint
  - What is SharePoint
- Online Content editing
  - OneNote
  - Word
  - Excel
  - PowerPoint

## Cyber security awareness

 0.50 Day    € 155€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

The Internet can be a risky place to be because it presents various threats. This training course will help you to distinguish between the dangers of using the Internet and how to deal with them effectively in your everyday life (professional and private).

#### Prerequisite

None

#### Contents

**Contextualisation: Possible risks in professional and private life**

##### The threats:

- Cybercrime: activities such as hacking, phishing, identity theft and online fraud;
- Online harassment and bullying;
- Dissemination of false information;
- Exposure to inappropriate content.

##### Social networks and privacy issues:

- The large amount of personal information shared on the internet can be targeted for theft and abuse by malicious actors, governments and companies.

##### Recommendations

- Risk mitigation: backup, passwords, double authentication for applications, email and web;
- Program updates;
- Limit personal information shared online;
- Be aware of the content consumed online.



## Collaborative work with Teams (Microsoft 365)

 0.44 Day  155€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Discover all the Microsoft Teams features, in terms of collaboration, communication and storage.

**Please note that this content is intended for any Teams user, not an administrator. The administration part of the M365 environment (Admin Center, Azure, SharePoint and Active Directory) is not covered.**

#### Prerequisite

Know the Windows environment.

Possess an Office 365 license.

#### Contents

##### Adding value of using Teams

##### Create Team, channel (Public or private)

##### Add/remove member(s)

##### Team & Channels

- Conversations in Teams and Channels
- Private Chats and Meetings

##### Sharing Files

##### Apps and Optional Features

##### Search, Settings, and Customization

##### Mobile App

## Digitalization, an asset for companies

 0.50 Day    € 150€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

Learn, understand and use digital tools such as the Cloud to improve collaboration within your team.

#### Prerequisite

Having a computer and a Smartphone (Apple, Samsung, Huawei, Etc)

#### Contents

##### Introduction

- Digital impact on our daily life
- Prerequisites for a Digital transformation: Mobile & Cloud Devices
- Controlling the "Always Connected"
- New working methods in new companies

##### Mobile

- Mobile in Europe: Introduction and figures
- Overview of operating system representation
- Impact of applications on our lives and our work

##### Security

- The importance of protecting your digital access
- Password
- Tips and & Tricks

##### The Cloud

- What is Cloud Computing?

- Why should I use the Cloud?
- Personal Cloud and Professional Cloud
- Demo

### Office 365 (\*)

- What is it?
- Why is it important?
- Why use it?
- How do I start using it?
- On Pc and Mobile

### Communicate

- Beyond emails, other means of communication
- Sms, Whatsapp, Skype for Business, Facebook Business, Slack, ...
- Define the pro and cons of each platform for a professional

### (\*) Work

- According to the user platform: use their service for a practical exercise on live collaboration, such as the co-creation of a document

## Online Training Skype

 **0.44** Day     **140€** VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

### DETAILS

#### Goals

How to use remote communication tools professionally:

Participate, schedule and facilitate a meeting/conference.

#### Prerequisite

Know your environment Office

Having a Skype For Business account

#### Contents

##### Discover the Application

- Desk app
- Mobile App

##### Set your profile

##### Contacts

- Find a contact
- Organise your contact

##### Meeting

- Schedule a Meeting
  - From the app
  - From Outlook
- Start a meeting

##### Conversation History



## During a meeting

- Audio/video settings
- Chat
- Recording
- Share
  - Annotation
  - Your screen
  - An application
  - Files
  - Give control
- Present
  - Files
  - Applications
  - PowerPoint presentation
  - White board
  - Poll
  - Q&R
  - Invite
- Participants role

## Adds in

- Outlook and other MSOffice app

## Data Security - Introduction course

 0.50 Day  Quotation available on demand

### DETAILS

#### Goals

The training will be addressed, using examples and concrete situations, to business managers involved in decisions relating to strategy, management and monitoring of IT activities and to the employees of the organization who would be involved in the business process of the company.

#### Prerequisite

This introduction to IT security is offered to two different audiences. A first version is intended directly for employees (End users) and a second version is intended for IT agents and managers. Each of these seminars includes practical examples tailored to the target audience.

#### Contents

- Keeping your IT systems up to date
- Protecting your data
- Adopt strong passwords
- Encrypt your data/devices
- Apply safety rules for Internet browsing
- Secure mobile devices
- Fight viruses and other malware at different levels
- Determine what to do in the event of a cyber attack

## Online Training Webex

 0.44 Day

### DETAILS

### Goals

How to use remote communication tools professionally:

Participate, schedule and animate a meeting/conference.

### Prerequisite

Having a Webex account (free or premium)

### Contents

#### Discover the application

- Web browser
- Desk app
- Mobile app

#### Set your profile

#### Meeting

- Schedule a meeting

#### During a meeting:

- Audio/Video settings
- Instant Chat
- Invite
- Recording
- Participants roles management
- Share
  - Annotation



- Your screen
- An application
- Files
- Give control

### **Set your Personal Room**

- Invite someone
- Waiting room

### **Recordings**

### **Insights**

### **Outlook Plugin**

### **Google Plugin**



## Data Security - Advanced course

 **3 Days**     Quotation available on demand

### DETAILS

#### Goals

This course is intended for people who want to learn about basic data security skills. The aim is to present the management methods and lifecycle of the data, roles, responsibilities and security needs by functional and technical managers.

In addition, the course will introduce you to areas of knowledge related to data protection, including the risks, threats and essential controls to be put in place. It also deals with data access security and backups, as well as data design and common protection methodologies.

#### Prerequisite

Knowing the basics about IT security or having taken an introductory course beforehand.

#### Contents

##### The basics

- Compliance /GDPR
- Roles and Responsibilities / Rights / Obligations
- Data Management Framework

##### Policies, data classification

##### The data lifecycle

##### Risk management

##### Threats at the database level

- Attack by inference
- SQL injections
- XSS breach
- Code injection
- Server control gain
- Buffer overshoot

- Corrective management
- Denial of service

## Cryptography and DB

### Security checks

- IAM
- AuthN
- AuthZ
- Audit

### The security of backups

### Database design

- Normal syntax
- Primary key
- Foreign key
- Constraints
- Index

## PostgreSQL Installation & Architecture

- PostgreSQL Security
- Post SQL Surveillance
- Post SQL Secure Development

### Other databases

- Oracle
- Mysql
- Access
- Cloud-hosted databases
- Appropriate measures needed/planned in connection with GDPR compliance (anonymization, pseudonymization)
- Default security