CATALOGS OF TRAININGS

Develop your skills in

IT

Office  Web and design  IT  Information and communication technologies
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**Web & design**  

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Bureautique
Access 2013, 2016, Office 365 Advanced

- **2 Days**
- **440€ 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 – Database Design

0.50 Day  €  Quotation available on demand

DETAILS

Goals

Learn the basic principles of Relational Database Design

Prerequisite

None

Contents

Introduction

- What is a database?
- What is a Database Management System, and a Relational Database Management System?
- And Access?

Terminology

- Tables
- Fields
- Records
- ...

Analysis

- Different stages in database analysis
Splitting Data and Application

Stages in Database Design

- Theory (normalization rules ...)
- Creating by example
- Tables
- Field types
- Primary and secondary Indexes
- Relationships
Access 2013, 2016, Office 365 Introduction

2 Days
€ 440 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
Access 2010 Advanced

📅 2 Days
💶 440€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

**DETAILS**

**Goals**

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- Running another macro
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- Displaying the help on a built-in function or on a macro action

Optional points: Copy/ Import/ Export

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- Exporting an object to another database
- Importing or attaching data from a text document
- Importing or attaching data from another access database
- Running a saved export/import
Access 2010 Introduction

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  - Using the print preview
  - Modifying print margins and orientation
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- Modifying the labels page setup
- Printing a report for some records
- Grouping records
- Inserting a summary calculation in a report
Visio 2016, 2019

1 Day

€ 220 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
Upgrade MS Office 2016 (Word, Excel, PowerPoint)

1 Day
€ 220€ 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
Visio 2010

1 Day € Quotation available on demand

DETAILS

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**Templates**

- Using templates in Visio
- Flow Charts
- Organization Charts

**Page layout & Print**
Upgrade Office 2010 to Office 2019

1 Day
€ 220€ 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 environment

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
OneNote 2013, 2016

0.50 Day
€ 110€ 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
Visio 2013

1 Day
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DETAILS

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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
Microsoft Teams

0.50 Day € Quotation available on demand

DETAILS

Goals

Utiliser Microsoft Teams pour échanger des informations et collaborer

Contents

Interface

- Qu'est ce que Microsoft Teams?
- Fonctionnalités
  - Activités
  - Chat
  - Les équipes (Teams)
  - Meeting
  - Fichiers (Files)
  - Autres applications

Les équipes (Teams)

- Créer/Obtenir une équipe
  - Type d'équipe
  - Ajout des membres
  - Rôles des membres
  - Ajouter des invités (Guest)
  - Modifier/supprimer une équipe
 Créer des canaux (Channel)
  - Gestion des canaux
  - Utiliser l'onglet conversation
  - Sauvegarder des messages
  - Utiliser l'onglet Wiki
  - Ajouter des onglets
  - Mention des utilisateurs et d'équipe

Le chat

  - Contacter directement un collègue ou un groupe de collègues
  - Effectuer un appel audio et vidéo
  - Envoyer des fichiers
  - Planifier une réunion
  - Utiliser un/des bot(s)

Autres applications

  - Ajouter et utiliser d'autres applications

Le profil utilisateur

  - Disponibilités
  - Eléments sauvegardés
  - Paramètres
  - L'application mobile et de bureau
OneNote for Windows 10 (Office 365)

0.50 Day
€ 110€ 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
Excel 2013, 2016, Office 365 Introduction

📅 2 Days
€ 440€ 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 - Pivot Tables - virtual

0.50 Day
130€ 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)
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 - Functions 1 - virtual

0.50 Day
130€ 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 - Managing data lists

0.50 Day  €  Quotation available on demand

**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, DAVEAGE, DMAX, DMIN...
Excel - Productivity

0.50 Day
€ 130€ 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 2010 Advanced

2 Days
€ 440€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

**DETAILS**

**Goals**

Be able to use advanced features in Excel.

**Prerequisite**

Basic Excel skills.

**Contents**

**Use Range Names**

- Create and use a range name
- Change and delete a range name, define its scope (workbook, worksheet)

**Calculations with advanced functions**

- Use functions: SumIf, CountIf, Vlookup, If, And, Or, Match ...
- Nesting functions
- Goal seek

**Conditional Formatting**
Apply a built-in conditional format
Customize a conditional format

**Manage databases**

- Sorting data: by value, by color or icon
- Filtering data: automatic and advanced filters
- Remove duplicates
- Use subtotals
- Pivot Tables
- Pivot Charts

**Check data**

- Use the Audit tools
- Evaluate a formula

**Consolidate data**
Excel 365 Pro Plus Advanced

 الدولة 2 Days
 €440 ex. VAT per participant for calendar sessions. Intra-company training 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 2013, 2016, 2019 Advanced

2 Days
€ 440 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

Consolidate Data
Excel - Charts

0.50 Day
110€ 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
Excel - Financial Functions

0.50 Day
€ 0€ 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 - Functions 2

0.50 Day € Quotation available 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 - Refresh - virtual

طلاق 0.50 Day
€ 130€ 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 2010 Introduction

2 Days
€ 440€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

DETAILS

Goals

Be able to create and manage tables. Formatting and manipulating data. Be able to create and print charts based on Excel data.

Prerequisite

Good knowledge of the Windows environment.

Contents

Excel presentation

• Screen components
• Excel environment : Quick access toolbar, Ribbon, tabs
• Customising the Quick access toolbar and the Ribbon
• Live Preview and Paste Preview

Managing worksheets

• Adding, renaming, deleting a sheet
• Moving and copying a sheet
• Defining a tab colour
Table management

- Entering and validating data
- Managing rows and columns: adding, resizing, deleting, hiding/showing
- Searching/replacing data
- Copying/Pasting data

Document management

- Creating/Opening/Saving a document
- Formatting and printing a table, header and footer management
- The Page Layout view

Calculating

- Introducing and copying formulas
- Interactive tags

Functions

- Inserting a function by using the Wizard
- Inserting a function manually, the auto-complete drop down list

Formatting a table

- Formatting cells
- Using styles
- Using predefined conditional formats

Charts
Creating a chart
- Modifying/formatting a chart
- Using chart styles
- Creating and using a chart template
- Sparklines

**Analysing data tables**

- Creating a data table
- Sorting and Filtering data tables
Excel Functions

1 Day  €  Quotation available 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

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L-1611 Luxembourg  +352 49 06 09 1
- 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)....
Outlook - Tips & Tricks to Enhance your Productivity - virtual

0.50 Day
€ 130€ 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 - Calendar and Tasks Management - virtual

0.50 Day
€ 130€ 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
IT trainings  ➤  Bureautique  ➤  Outlook

Outlook 2013, 2016, Office 365 Introduction

1 Day
220€ 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
Outlook 2010 Advanced

1 Day  € Quotation available on demand

**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 Refresh

⏰ 0.50 Day  €  Quotation available 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 € Quotation available 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, Office 365 Advanced

1 Day
€ 220 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 blocks)
- 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 2010 Introduction

1 Day
220€ 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 skills.

Contents

Environment

- The interface
- Open and close Outlook 2010
- Show / hide tooltips
- The "Conversation" view
- Change the folder order
- View the folder list
- Outlook Today
- The Outlook Help

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
• Read and Delivery receipt

Receiving a message

• Reply or forward a message
• 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
• 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
- Modify the Free/Busy information
- 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**

65, Avenue de la Gare  info@keyjob.lu  www.keyjob.lu
L-1611 Luxembourg  +352 49 06 09 1

100
• 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 2010 Introduction

1 Day
220€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

DETAILS

Goals

Be able to create a presentation.

Prerequisite

Basic knowledge of the Windows environment.

Contents

Overview

- Screen components
- PowerPoint 2010 environment: Quick Access toolbar, ribbon and tabs
- Customize the Quick Access toolbar
- Help
- View

Presentations

- Create a basic presentation
- Create a presentation based on a template
- Create a presentation using an existing document
- Open, close and save a presentation
Print

- Changing Page Setup Options
- Using the Print Preview
- Creating page footers
- Creating page headers and footers (printing Handouts, Notes Pages and Outline Views)
- Printing presentations using the Quick Print option
- Printing a Presentation

Creating slides

- Creating a slide
- Changing the layout of a slide
- Deleting slides
- Copying/moving slides
- Inserting slides from other presentations
- Inserting slides from an outline file
- Applying backgrounds
- Using placeholders on a slide

Text

- Typing text
- Working in Outline mode
- Checking the spelling of a whole presentation
- Translating one or more words
- Searching for synonyms
- Searching for and replacing text
- Changing character formats
- Applying WordArt effects to text
Copying character formatting
Cancelling all text format changes
Managing bullets
Numbering paragraphs
Changing line spacing in paragraphs
Changing paragraph indentation
Changing vertical text alignment
Modifying text orientation
Arranging text into columns

Ready-made shapes

Drawing a ready-made shape
Insert a Smart Art graphic
Drawing an action button

Text box

Inserting a text box
Inserting a WordArt object

Tables

Inserting a table
Drawing a table
Selecting inside a table
Inserting/deleting rows/columns
Changing table format: manually or with a style

Pictures
- Inserting a picture file
- Inserting a Clipart picture from the library
- Using picture styles
- Inserting a picture in a ready-made shape
- Changing a picture
- Resetting the original picture
- Compressing pictures

**Diagrams**

- Inserting a diagram
- Changing the general settings of a diagram

**Charts**

- Inserting charts
- Modifying chart data
- Changing chart items
- Applying a quick style to a chart
PowerPoint Slide Show

0.50 Day  €  Quotation available 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
Cause scrolling animations or slides
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
  - Create and use de custom 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
IT trainings  ➤  Bureautique  ➤  PowerPoint

PowerPoint Inserting objects

 gö 0.50 Day  € Quotation available 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 2013, 2016 Advanced

1 Day
220€ 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 2013, 2016, Office 365 Introduction

1 Day
€ 220€ 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 2010 Advanced

1 Day
€ 220€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

DETAILS

Goals

Being able to create a PowerPoint presentation using all the features of the program.

Prerequisite

Have a good working knowledge of PowerPoint.

Contents

Creation

- Create a photo album
- Create a presentation from a file
- Using sections

Management

- Exploit earlier versions than Office PowerPoint 2010
- Saving a presentation to PDF or XPS
- Saving a presentation as a template
- Saving a presentation in outline view
- Protect a presentation with passwords
- View / edit the properties of a presentation
- Customize recording settings for a presentation
- Send a presentation by e-mail

**Masters**

- Discover the Slide Master
- Manage placeholders in Slide Master
- Modify the master
- Edit the Notes Master

**Themes**

- Apply a theme
- Determine the theme to use by default
- Customize colors, fonts, theme effects
- Save a theme

**Multimedia objects**

- Insert a Video file
- Insert a video from the library
- Modify the properties of a video object
- Insert an audio file
- Insert sound from the library
- Insert a sound track from an audio CD
- Record sound
- Record a video
- Modify the properties of a sound object
- Manage files in Media Library

**Edit objects**
Manipulating objects
- Hide / Show objects on the slide
- Set the action related to an object
- Apply a Quick Style to an object
- Change the format of an object

Slide show

- Setup the slideshow
- Run the Slideshow
- Induce scrolling animations / slide
- Hide slides for the slideshow
- Apply a visual transition to slides
- Apply a sound transition to slides
- Create custom slide shows and project them
- Discover the Presenter View

Animations

- Apply an animation effect
- Create a custom path
- Preview animations
- Select one or more animation effects
- Delete one or more animation effects
- Change the order of animation effects
- Change the trigger of an animation effect
- Repeat an animation effect
- Associate a sound with an animation effect
- Change the color or hide an object after its animation

Hyperlinks
Create a hyperlink
Activate a hyperlink
Edit / delete a hyperlink

Revision

Manage comments
Mark a presentation as final
Compare presentations

Other applications

Import data from Microsoft Office Excel or Word
Insert an object from another application
Export presentations to Microsoft Office Word
Use the PowerPoint Viewer
PowerPoint - Advanced functions

0.50 Day
130€ 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
PowerPoint - Refresh - virtual

0.50 Day
130€ 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
IT trainings  ➤  Bureautique  ➤  PowerPoint

PowerPoint 2019, 365 ProPlus Advanced

📅 1 Day
💰 €220 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

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
- Align objects
- Use Design Ideas

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 from screen
• Use PowerPoint Icons
• Insert a 3D object
• Manipulate a 3D object
• Insert a Summary Zoom or a Slide Zoom

Managing presentations
• Work with presentations saved in previous versions of PowerPoint
• 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

Master
• Discover the slide master
• Create and modify placeholders in the slide master
• 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
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
Word 2013, 2016, Office 365 Introduction

2 Days
€ 440€ 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 want you want to do” bar (Word 2016)
- 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
Copy 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 2010 Advanced**

- **2 Days**
- **€ 440** 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
- 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

**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/export

• 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 work**

- Managing comments
- 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 - Long Documents - virtual

0.50 Day
€ 130€ 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  €  Quotation available 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 - Creating Tables**

0.50 Day  €  Quotation available 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  €  Quotation available 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 2010 Introduction

2 Days
€ 440€ 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 2010 environment: the Quick Access toolbar, the Ribbon and the tabs
- The Navigation Pane
- Help

Managing documents

- Create, open, save and close a document
- Use files created in prior versions
- Save a document to the PDF or XPS format
- 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

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 - Mail Merge - virtual

Θ 0.50 Day
€ 130€ 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
IT trainings  ➔  Bureautique ➔  Word

**Word - Styles and Templates - virtual**

📅 0.50 Day
€ 130€ 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 - Collaboration - virtual**

**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 - Productivity

0.50 Day  € Quotation available 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
IT trainings    Bureautique    Word

Word 2013, 2016, 2019, Office 365 Advanced

📅 2 Days
💶 440€ 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
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
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
After Effects Introduction

2 Days  € Quotation available 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
Adobe Premiere Pro

2 Days
€ 630€ 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
€ 630€ 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
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
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

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

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
💶 630€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

DETAILS

Goals

Learn the basics of Photoshop, Cropping, Image size, Adjustments, Corrections, Photomontage

Prerequisite

Knowledge of the Windows or Mac work environment.

Contents

Introduction

- Workspace: menus, options, panels, toolbox
- Saving preferences
- Difference between vector and pixel pictures
- Picture resolution
- Modes: RGB, CMYK

Altering a picture

- Cropping
- Image size
- Levels and colour adjustments
- Correction tools
Tool options

**Selections**

- Elliptical and rectangular marquee tools
- Magic wand, and quick selection tool
- Lassos
- Adding to or subtracting from a selection

**Layers**

- Creating and using layers
- Fore- and Background
- Opacity and blending modes
- Effects

**Text**

- Editing text
- Character and paragraph options
- Changing a text layer or its options

**Masks**

- Creating clipping masks
- Layer Masks: creating and modifying
Adobe Illustrator Introduction

📅 2 Days  
€ 630€ 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 pint 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 transparence

Typo

- Creating Text
- Character, Paragraph Formats
- Outlines

Drawing aides
• Guides
• Grid
• Layers and sub-layers
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 and 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

€ 630€ 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

65, Avenue de la Gare
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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 InDesign Introduction

📅 2 Days
€ 630€ 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 Acrobat

1 Day

220€ 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 Acrobat (Standard, Pro, Extended) and Adobe Reader
- The interface
- Moving in a PDF document
- The different layouts

Creating PDF

- By using the "PDF Maker"
  - Creating a PDF from Word
  - Creating a PDF from Excel
Creating a PDF from PowerPoint
Creating a PDF from Outlook (only for Windows)
Creating a PDF from a Website
Creating a PDF from any printable document (Adobe PDF Printer)
Understand the PDF properties (Size, resolution, colors, supported versions...)
Creating a PDF from the copied data (from the clipboard)
Creating a blank page PDF
Batch creating PDF files

Merging documents

Merging documents
Options for the merged document
Creating a PDF portfolio
Adding files or folders to the portfolio
Customizing the options of the portfolio
Previewing the files of the portfolio
Searching in a portfolio

Modifying PDF documents

Inserting and deleting pages
Moving, turning and cropping some pages
Extract and replace pages
Split the PDF document
Page numbering
Adding headers and footers
Creating watermarks and backgrounds
Copying content
Modifying text
Using the « Add Text » tool
Modifying Objects
Comparing multiple PDF files
PDF File properties
Attach a file to a PDF

Bookmarks

Creating bookmarks
Marking a spot and zoom level with a bookmark
The different bookmark levels
Changing the destination of a bookmark
Using bookmarks to navigate
Showing the bookmarks panel as initial view

Links

Using links
Creating links
Modifying links

Reusing the PDF contents

Export an image from a PDF
Export the PDF to Word

Collaboration

Comments
Adding a note
Text edition
Using stamps
Attach a file for comment
Storing an audio comment
Drawing tools
The review panel

**Searching**

- Using the simple search function
- Using the advanced search

**Security**

- Understanding the security options of a PDF
- Encrypt the PDF with a password
- Deleting the password
- Managing security

**Forms**

- Creating Forms
- Insert fields
- Preparing an automated initial document
- Using forms
- Using the data of received forms
Adobe Photoshop Advanced

📅 2 Days
€ 630€ 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
HTML Level 1

1 Day  €  Quotation available on demand

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
HTML Level 2

1 Day  € Quotation available on demand

**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
Technologie (IT)
IT trainings ➤ Technologie (IT)

SharePoint 2016 End User

1 Day  
€ 315€ 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 theDatasheet view to change multiple file properties

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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**
Excel Data Model (Power Pivot) Introduction

1 Day
€ 315€ 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)
IT trainings ➤ Technologie (IT)

Crystal Reports Introduction

📅 2 Days
€ 630€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

DETAILS

Goals

Mastering the general tools to create professional looking reports. Being able to calculate and create charts and cross tabs.

Prerequisite

Knowledge of the Windows work environment, knowledge of a database program.

Contents

Databases

- General concepts
- Visual Linking Experts

Creating a basic report

- Objects
- Filtering the data
- Inserting pictures
- Sorting the data
- Formatting options
Formulas and calculations

- General concepts
- Basic calculations
- Creating formulas
- Inserting conditional formatting

Summary reports

- General concepts
- Creating a report with groupings and summary calculations
- Formats and Drill Down

Cross Tabs

- General concepts
- Creating a cross tab
- Modifying a cross tab

Charts

- General concept
- Creating a chart
- Modifying a chart

Distributing reports

- Exporting a report to different formats
Excel VBA

2 Days  
€ 630€ 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
Access VBA

2 Days
€ 630€ 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

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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
Data Model (PowerPivot) avancé

1 Day  € Quotation available on demand

DETAILS

Goals

Manage Data Models. Create DAX columns and Measures.

Prerequisite

Very good knowledge of Excel and basics of PowerPivot

Contents

Managing data sources

- Various data types
- Choosing a data source
- Databases
- Multi-dimensional databases
- Data feeds
- Principles and OData protocol
- OData feeds
- Azure Data Market
- Restricting data feeds
- Remarks on Open Data
- Files
- SharePoint
- Clipboard
- Excel table
How to prepare data

**Linking data**

- Problem
- Using relationships
- Formatting Data
- Initial formatting
- Integrating data in PowerPivot
- Creating the first PivotTable report
- Creating a relationship

**Calculation**

- Use of calculated elements, difference between “Calculated column” and “Measure”
- Creating calculated columns (including the use of the “RELATED” function)
- Creating hierarchies
- Creating measures
- Function categories
- Contextual filter
- Using DAX to adapt calculations
- Using DAX to modify the context for filters
- What is required to use the DAX ‘Time Intelligence’ functions
- Managing sets
- Totals (ALLSELECTED)

**Reporting**

- Interactive Dashboard
- Adding PivotChart
- Linking slicers
- Filtering and sorting labels
- Formatting Contents
- Adding a KPI (Key Performance Indicator)
- Page Layout
- Managing groups
MS Project Introduction 2013/2016

2 Days
€ 750 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
- Overallallocations
- 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)
IT trainings ➔ Technologie (IT)

Linux: Administration

’int’ 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
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
Excel Get & Transform Data (Power Query)

1 Day
€ 315€ 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 knowledge

**Contents**

**Connect to data**

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

**Load Queries to the workbook**

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

**Simple transformations**
- Delete rows and / or columns
- Pivotting / unpivotting columns,
- Sorting and filtering,
- Split columns,
- Change a columns data type,
- Extract characters from a column.

**Combine data**

- Merge two tables based on a 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,
- How to use parameters,
- Create a custom function to be used in the Power Query editor.
SharePoint for site Owners

1 Day  €  Quotation available on demand

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
IT trainings ➔ Technologie (IT)

Excel – Power View

1 Day
€ 315€ VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

DETAILS

Goals
Present data with Power View

Prerequisite
Very good Excel knowledge

Contents
Display data from an Excel table in a Power View report

- Make data compatible with Power View
- Using the various views
  - Table
  - Matrix
  - Cards
  - Charts
  - Maps
- Slicers
- Using tiles
- Formatting the report
- Adding new elements to the reports
- Filter a report in Power View
- Adding a simple calculation

**Adding data: the data model**

- The PowerPivot tab and window
- Importing data: overview of the various data sources available.
- Importing data from a relational database.
- Create a quick analysis

**Going further in the analysis**

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

**Data Model manipulation**

- ‘Data View’, ‘Diagram View’
- Hiding tables / columns (make the model simpler)
- Adding new tables to an existing data model
- Sorting a column based on the contents of another column
Introduction to C# and WPF applications development

4 Days  €  Quotation available on demand

**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
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’)

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Excel - Power Query / Power Pivot

1 Day  €  Quotation available on demand

DETAILS

Goals
Learn the basics for Power Query and PowerPivot

Prerequisite
Good Excel knowledge, especially PivotTables.

Contents

PowerPivot

- Introduction to relational schemas
- Connect to multiple sources
- Create relationships between data sets
- The PowerPivot window
- View the relationships diagram
- Add a calculated column
- Add a calculated measure
- Create a KPI

Power Query

- Introduction to Power Query
- How to connect to a data source
- Modify the data to better fit your reporting needs
- Append tables
- Merge tables,
- Create calculated columns,
- Use data from Power Query in PivotTables
- Use data from Power Query in PowerPivot
Power BI Desktop

2 Days
€630 VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

DETAILS

Goals
Create reports with Power BI Desktop
Be able to manipulate data in Power Query
Be able to manipulate a data model in Power Pivot

Prerequisite
Knowledge of the Windows work environment

Contents

Interface

- What is Power BI?
- Basic Concepts
- Components of Power BI Desktop:
  - Power Query
  - PowerPivot
  - Power View

Import data
Load data from different sources:
- Excel files
- Text files
- Relational Databases
- Web Pages

Updating Data

Data Model
- Create relationships in the data model
- Add measures (aggregate calculations) to a table
- Unidirectional and bidirectional filters
- Add a column of data
- Using date and time data
- Introduction to DAX (Data Analysis eXpressions)

Visualizations
- Create a simple report
  - Charts
  - Tables
  - Matrixes
  - Slicers
- Add visualizations
- Filter a page
- Filter a report
- Explore data from a visualization (drill down)

Power Query
Transform Data:
- Sort
- Filter
- Exclude rows depending on their positions
- Data types
- Pivoting data
- Unpivoting data
- Group Data

Duplicate a query
- Create a reference to an existing query

Add columns:
- Use the automatic features
- Use functions

Combine queries:
- Append a query to another query
- Merge queries

Add parameters
- Create a function
- Overview of the advanced editor

**Online Power BI**

- Share data by using the Microsoft Power BI services
Nouvelles technologies (NTIC)
IT trainings ➤ Nouvelles technologies (NTIC)

Using efficiently social networks for the business

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

DETAILS

Goals

The training will allow you to detect the networks that fit your needs and set up your visibility strategy.

Prerequisite

Know the Windows environment and know how to use a web browser.

Contents

Google Business

• Introduction
• Create your business in Google

Facebook

• Introduction
• Create your profile
• Preparing your Page
• Creating your page
• Making your page alive
• Promotion
Twitter

- Introduction
- Create your profile
- Promoted Tweets

LinkedIn

- Introduction
- Create your profile
- Create a Business page
- Create Articles
Online Collaboration with Office 365 tools - virtual

0.15 Day
€ 130€ 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.

**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

Yammer

Social Networking

Outlook

**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

0.15 Day
€ 130 VAT excl. / participant for calendar sessions. Intra-company trainings quotes on demand.

DETAILS

Goals
To be able to distinguish between dangers and to circumvent them efficiently in your everyday life (professional and private).

Prerequisite
None

Contents

Contextualization
Dangers :

- Why? Who? How?

Risk mitigation

- Backup,Passwords, Applications, email, web
- Program Updates

Social networks

Recommendations
Collaborative work with Teams (Office 365) - virtual

0.15 Day
€ 130€ 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.

**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
- Tipps 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 - virtual

0.15 Day
€ 130€ 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

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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
IT trainings ➔ Nouvelles technologies (NTIC)

Data Security - Introduction course

.offsetWidth 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
Skype For Business

0.50 Day  €  Quotation available 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 Training Webex - virtual

**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

**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