The Most Comprehensive Power BI Training

Introduction to the Power BI Training

Review of Power BI Fundamentals

- Power BI Desktop principles and workflow
- Connecting to data with Power BI
- Preparing data in the Power Query editor
- Transformations in the Power Query editor
- Creating folders / organizing in Power BI
- Merging / combining queries in Power BI
- Hands-on workshop: transforming imported data

Importing a Pivot Table (Excel)

- Removing totals
- Merging cells
- Unpivoting columns

Modeling in Power BI

- Relationships
- Option configurations
- Understanding cardinality

Data Model in Power BI

- Flat table
- Star schema
- Relational model
- Table layout
- Workshop: create a star schema from an Excel file
- Workshop: manage a relational model in Power BI

Date Table (Calendar) in Power BI

- Why add a date table
- Create a date table in DAX
- Configure the date table in DAX
- Sort columns
- Mark as date table
- Manage multiple date columns

DAX Data

- Introduction to DAX
- Measures and columns
- DAX formulas

Visualization in Power BI

- Principles of Power BI visualization
- Creating visuals
- Creating a report — ergonomics
- Creating a report — setup
- Histograms
- Line charts
- Pie charts
- Simple table
- Conditional formatting
- Creating a matrix (pivot table)
- Interaction between visuals / customization

Photoshop & InDesign Course — Graphic Design Skills for Print & Web

Adobe Photoshop Training — **Professional Essentials**

Introduction to the Adobe Photoshop Course

This course is designed for professionals looking to master the core features of Adobe Photoshop in a visual communication, design, or marketing context. It provides the skills needed to create high-quality visuals aligned with corporate standards.

Interface and Workspace

- Discover the workspace, tools, and control panel
- Create and save custom workspaces

Color Management and Color Modes

- Understand color modes (RGB, CMYK, etc.)
- Use color palettes, swatches, and gradient editor

Drawing Tools

- Work with pencil, brush, airbrush, and eraser tools
- Use paint bucket, gradients, and the gradient editor

Selection Tools

- Use move and selection tools (lasso, magic wand, quick selection)
- Copy, move, delete, and manage selections

Text and Typography

- Create, format, and edit text
- Manage text blocks, character and paragraph styles, inline or area text
- Convert text into vector images

Layers, Masks, and Effects

- Understand layer logic and organize your project
- Manage layer groups and fill layers
- Create vector masks to isolate elements

Adobe InDesign Training — Professional Layout & Publishing

Introduction to the Adobe InDesign Course

This course is intended for professionals looking to master layout and publishing using Adobe InDesign. It covers all essential features for creating print and digital documents: brochures, reports, magazines, product sheets, and more.

Interface and Document Setup

- Create a new professional document
- Explore tool panels and customize the workspace

Managing Text Frames

- Manipulate and format text frames
- Link frames, manage multi-column layouts and text balance

Guides and Alignment

- Use layout grids and smart guides
- Align, rotate, scale, and position elements precisely

Paragraphs and Styles

- Advanced paragraph management and typographic styles

- Type on a path, control hyphenation, and apply fine-tuning

Working with Tables

- Insert or import tables from Word or Excel
- Format cells, rows, and columns professionally

Working with Images

- Import, crop, and cut out images
- Use the Links panel, Adobe Bridge, and Mini Bridge
- Apply basic text wrapping around images

Colors, Swatches, and Print Preparation

- Create and manage colors, gradients, and swatch libraries
- Preview CMYK separations and prepare for print production

Preflight and Export

- Preflight checks, font and image verification
- Create a package folder, export to print and digital PDF formats
- Manage print presets and export to other formats

Foxit PhantomPDF Training: Mastering Interactive PDF Forms

Create and Customize Interactive Forms with Foxit PhantomPDF

- Identify the key features of a professional interactive PDF form
- Add and style text input fields with precision
- Set validation rules to control data entry and improve accuracy
- Use grid alignment tools for clean, consistent layouts
- Insert selection elements such as checkboxes, dropdown menus, and radio buttons
- Create automatic calculation fields (totals, percentages, etc.)
- Add reset buttons to enhance the user experience
- Define a logical tab order for smooth and intuitive navigation

Integrate Digital Signatures into Your PDFs

- Configure a digital signature manager suited to your workflow
- Set password and security level options for each signature
- Insert custom image-based signatures for personalization

- Apply digital signatures across your interactive forms

Protect and Secure Your PDF Documents

- Use redaction tools to hide or remove sensitive information
- Apply password protection based on access levels (viewing, editing, printing)

Optical Character Recognition (OCR)

- Activate OCR to convert scanned documents into editable text
- Customize search and text extraction options for efficiency

Customize Your PDF Workspace in Foxit PhantomPDF

- Adjust the interface display to suit your preferences and workflow
- Manage comment and annotation settings for better collaboration
- Enable full-screen reading mode for enhanced document visibility
- Set default document launch properties (zoom level, initial view, etc.)
- Configure grids, guides, and layout options for precise form design

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Kofax Power PDF Training — Create, Edit & Manage PDF Documents

Introduction to the Kofax Power PDF Training

This training program introduces you to all the key features of **Kofax Power PDF** — a powerful and complete solution for creating, editing, organizing, and sharing professional PDF documents. With a practical, step-by-step approach, you'll quickly become proficient in using the software for all your PDF needs.

Getting Started with the User Interface

- Overview of the interface: tabs, toolbars, and workspace layout
- Seamless navigation through PDF documents
- Customizing the display and user preferences
- Using navigation and print tools efficiently

Creating PDF Documents with Kofax Power PDF

- Generating PDFs from other software (Word, Excel, images, etc.)
- Converting text or image files into PDF format
- Copying and pasting elements from the clipboard

- Exporting content to RTF or image formats

Editing and Enhancing PDF Content

- Editing existing text and inserting new text blocks
- Managing graphics and adding images to your documents

Structuring and Navigating Your PDFs

- Using thumbnails for fast document navigation
- Creating bookmarks, internal/external links, and interactive buttons
- Organizing content into articles for guided reading experiences

Advanced Page Management

- Crop, rotate, and renumber pages
- Insert, move, duplicate, extract, or delete pages
- Merge multiple documents into one

Adding and Managing Comments

- Using the comments panel efficiently
- Adding annotations, proofreading marks, and collaborative notes
- Sorting, reviewing, and exporting comments

Customizing the User Environment

- Adapting the display to your workflow preferences
- Setting up comments and annotation preferences
- Enabling full-screen mode for enhanced focus
- Defining default document launch properties
- Configuring grid lines and visual guides

Conclusion of the Kofax Power PDF Training

By the end of this course, you will be able to use **Kofax Power PDF** professionally, taking full advantage of its capabilities to create structured, interactive, and secure PDF files. A must-have skill for anyone looking to optimize digital document workflows and improve productivity.

PDF-XChange Editor for Business:

Interactive PDF Forms & Security

Introduction to the PDF-XChange Editor Training

This training introduces you to the advanced features of **PDF-XChange Editor**, with a specific focus on the creation, customization, and protection of **interactive PDF forms**. You will learn how to design dynamic, professional documents tailored to your business processes.

Creating and Structuring Interactive Forms with PDF-XChange

- Identify the key features of user-friendly and optimized PDF forms
- Insert and format text fields efficiently
- Apply input validation rules to ensure data consistency
- Use alignment grids for clean and professional layouts
- Add checkboxes, dropdown lists, and radio buttons
- Create automatic calculation fields (e.g., sums, percentages)
- Insert reset buttons to improve user experience
- Define intuitive tab order for seamless form navigation

Managing Digital Signatures

- Set up a digital signature manager
- Configure security levels and password options
- Insert a personalized image-based signature
- Apply and manage electronic signatures on forms

Form Protection and Security

- Use redaction tools to hide sensitive information
- Apply various password protection methods

Optical Character Recognition (OCR)

- Activate text recognition on scanned documents
- Configure OCR settings for advanced search and text extraction

User Preferences and Interface Customization

- Customize the workspace layout for greater productivity
- Adjust annotation and comment settings
- Enable and fine-tune full screen mode
- Modify document opening properties
- Configure visual guides such as grids and rulers

Nitro PDF Forms Training – Build and Secure Professional Interactive PDFs

Introduction to the Nitro PDF Training

This hands-on training program on **Nitro PDF** teaches you how to create, customize, and secure interactive PDF forms. Ideal for professionals looking to streamline information collection, automate administrative tasks, and protect sensitive digital documents.

Build Interactive Forms with Nitro PDF

- Identify the key components of a professional-grade PDF form
- Add and format text fields with precision
- Apply field validation rules for accurate data entry
- Use alignment grids to ensure visual consistency
- Insert checkboxes, dropdown lists, and radio buttons
- Create dynamic calculated fields (e.g., totals, percentages)
- Add a reset button to clear form entries instantly
- Define a logical tab order for an improved user experience

Integrate Digital Signatures

- Select and configure a secure digital signature manager
- Set password options and define permission levels
- Insert a personalized image signature
- Apply and manage signatures across multiple document types

Form Protection and Document Security

- Use redaction tools to hide confidential information
- Set up layered password protection for form access
- Manage permissions for viewing, editing, and printing

Optical Character Recognition (OCR)

- Enable OCR to recognize text in scanned documents
- Configure OCR properties for optimal text extraction
- Use intelligent search tools within your PDFs

Customize the User Experience

- Adjust display preferences for reading and editing modes
- Configure annotation and comment settings

- Activate and fine-tune full-screen viewing mode
- Set default document opening properties
- Manage visual layout with grids, guides, and snap settings

PDF-XChange Training: Mastering PDF Creation

Introduction to PDF-XChange

- Overview of the software and its professional use cases
- Exploring the interface: tools, panels, customization
- Quick navigation within PDF documents and essential shortcuts

Creating and Importing PDF Documents

- Create a blank PDF or generate one from Word, Excel, images, and more
- Import and convert third-party formats into PDFs
- Add text, images, shapes, and interactive objects

Advanced Editing and Content Modification

- Edit existing text and insert new content seamlessly
- Manage images, annotations, and layout settings
- Use alignment tools, paragraph settings, fonts, and color management

Structuring and Navigating Within PDFs

- Create bookmarks and internal/external links
- Organize documents with hierarchical headings
- Add an interactive table of contents

Annotations, Collaboration, and Review Workflow

- Use highlight, comment, and annotation tools
- Reply to, organize, and export comment threads
- Prepare a PDF for shared review and validation

PDF Security and File Protection

- Set passwords for opening and editing files
- Apply redaction to hide sensitive information
- Clean metadata and add watermark protection

Advanced Features

- Create custom headers, footers, and watermarks
- Use Optical Character Recognition (OCR) to extract text from images
- Prepare a structured, interactive, and secure PDF document

Final Exercise

- Build a complete PDF incorporating all learned features
- Validate navigation, security, structure, and annotations

Nitro PDF Essentials — Learn to Create, Edit & Manage Professional Documents

Introduction to the Nitro PDF Training

This training provides a comprehensive introduction to **Nitro PDF**, a powerful and user-friendly solution for creating, editing, organizing, and optimizing your PDF documents in a professional setting.

Overview and Navigation of the Nitro PDF Interface

- Presentation of the workspace
- Navigation through main tabs and features
- Smooth document navigation
- Managing display settings and zoom levels
- Using viewing tools efficiently
- Preparing PDF files for printing

Creating a PDF File with Nitro PDF

- Generate a PDF from third-party software (Word, Excel, etc.)
- Convert text or image files into PDF format
- Insert clipboard content directly into your PDF
- Extract content and convert it to RTF or image format

Editing PDF Content

- Edit and update existing text
- Manipulate graphic objects and visual elements
- Add images and additional design elements

Creating Interactive Navigation in a PDF

- Use page thumbnails for fast navigation
- Create bookmarks and internal links
- Add interactive buttons to your documents
- Structure your PDF with logical article flows

Page Management with Nitro PDF

- Crop and rotate pages
- Insert or merge documents
- Reorganize pages: move, copy, or delete
- Extract or replace specific pages
- Renumber pages based on your structure

Adding and Managing Comments

- Open and use the comment panel
- Add annotations, notes, or review marks
- Use proofreading marks efficiently
- Track, sort, and moderate comments

Using Optical Character Recognition (OCR)

- Understand how OCR works in Nitro PDF
- Configure text recognition properties
- Search, select, and extract text content

Customizing Your User Experience in Nitro PDF

- Set up your workspace according to your preferences
- Customize comment and annotation settings
- Activate and personalize full-screen display mode
- Define document launch properties
- Set up grids and guides for layout precision

Conclusion of the Nitro PDF Training

By the end of this training, you will be able to use **Nitro PDF** like a pro — fully leveraging its features to create, edit, and manage your PDF documents efficiently. A must-have skill to boost your productivity and enhance the quality of your digital communication.

Master UX/UI Design — From Wireframes to Prototypes in Figma or XD

Learning Objectives

- Understand the core principles of UX/UI Design and their impact on user experience
- Master every stage of the UX process: research, ideation, prototyping, and user testing
- Create wireframes and interactive prototypes using Figma or Adobe XD
- Build a consistent, professional Design System to streamline your interfaces
- Apply user-centered design methodologies to craft smooth and effective user journeys

Training Content

Module 1 — Introduction to UX/UI Design

- Definition of UX and UI: roles, differences, and how they complement each other
- Why usability and human-centered design are critical
- Key UX deliverables: personas, user journeys, wireframes, prototypes

Module 2 — The UX Design Process Step by Step

- Project understanding: defining goals and constraints
- User research methods: interviews, surveys, observations
- Modeling: empathy maps, personas, user journey mapping
- Ideation techniques: sketching, wireframes, sitemap design
- User testing and iterative improvements

Module 3 — Designing with Figma or Adobe XD

- Interface structure: headers, body content, footers
- Creating low- and high-fidelity wireframes
- Building a functional narrative prototype
- Collaborating and integrating user feedback directly in Figma

Module 4 — Design System & Visual Consistency

- Building and documenting a mini Design System (UI Kit)
- Managing typography, color palettes, components, grids, and spacing
- Reusing elements across multiple screens and flows

- Finalizing interface designs and producing interactive prototypes

Module 5 — Final Project & Application

- Designing a complete user journey from start to finish
- Testing navigation flow, collecting feedback, and refining the prototype
- Presenting a professional, user-centered interactive prototype

Teaching Method

- Hands-on, interactive training based on real-life UX/UI design scenarios
- Balanced mix of theory, live demos, and guided exercises
- Use of top UX/UI tools such as Figma or Adobe XD, Maze, FigJam, Miro, and more

Who Is This UX/UI Design Course For?

- Beginner or intermediate designers looking to specialize in UX/UI
- Developers, product owners, project managers, or digital professionals aiming to improve interface usability
- Entrepreneurs, freelancers, and students who want to build user-first products from the ground up

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Excel Essentials Training — Master the Foundations for Professional Efficiency

Introduction to the Excel Essentials Training

Module 1 — Get Started with Excel: Interface and Core Features

- Familiarize yourself with the Excel interface: Ribbon, Quick Access Toolbar, and menus
- Understand the structure of an Excel file: workbooks, sheets, and cells
- Manage data efficiently: auto-fill, freeze panes, and smooth navigation
- Boost your productivity with essential keyboard shortcuts and time-saving tricks
- Customize your workspace for a streamlined experience
- Create, name, and organize tabs to structure your work effectively

Module 2 – Simplify Calculations with Named Ranges

- Create custom names for cells or data ranges
- Navigate large spreadsheets easily using named references
- Manage and edit names using Excel's Name Manager
- Insert named ranges into formulas for greater clarity and control

Module 3 – Build Professional Tables and Set Up for Printing

- Apply automatic formatting to improve table readability
- Create and reuse custom styles for a consistent design
- Use conditional formatting to highlight key data points
- Master sorting and filtering tools for data analysis
- Adjust cell formats for numbers, dates, currency, and text
- Set up your tables for clean, print-ready output (margins, orientation, headers)

Module 4 – Master Essential Excel Formulas

- Understand the difference between relative and absolute references
- Search, insert, and combine functions to automate calculations
- Work with foundational formulas: **SUM, AVERAGE, MAX, TODAY**
- Implement logical formulas (**IF**), text functions, and date calculations