

Training: Adobe Premiere Pro

Introduction to the [Adobe Premiere Pro Training](#)

- Introduction to non-linear editing
- Interface: Panels and Tools
- Workspaces

Capture and Project Settings

- Standard and High Definition
- Create and edit project settings in Premiere Pro
- Adjust user preferences
- Capture video and audio
- Recording and capture settings
- Batch capture

Importing Assets into Adobe Premiere Pro

- Manage media in the Project panel
- Manage media in the Media Browser
- Overview of formats: video, audio, images
- Video, audio, image and graphic issues
- Using the Source panel
- Display and recall options

Adobe Premiere Pro Editing Basics

- Set In and Out points
- Overview of editing and sequences
- Add or remove audio/video tracks
- Create a first edit
- Basic video editing tools and markers
- Program and reference monitors
- Trim audio and video clips
- Work with the Ripple Edit tool and the Ripple Delete tool
- Three-point editing

Effects and Transitions

- Effects and Effect Controls panel
- Introduction to audio and video transitions
- Add, remove, and edit transitions
- Use the Razor tool and editing tools for transitions

Audio and Video Filters

- Basic video and audio enhancement filters

- Understanding video color correction
- Apply noise reduction for audio and video
- Basic color correction

Creating Titles

- Work with the Title window
- Titling tools: actions, properties
- Lettering styles
- Use titling templates
- Use keyframes

Add / Remove Keyframes

- Edit keyframes
- Audio tracks with the Audio Mixer panel
- Exporting

Exporting: Adobe Media Encoder

- Formats: QuickTime, H.264
- Windows Media: Adobe Encore
- Export settings for YouTube, Vimeo, Apple TV and portable media players
- Export to SD DVD or Blu-Ray

Conclusion of the Premiere Pro Training

WordPress Training | Online

Introduction to the [WordPress training](#)

Presentation of the training program

Setting up the tools for WordPress training

Installation and basic configuration

What is a Content Management System (CMS)?

WordPress vocabulary (post, page, widget, theme, plugin, etc.)

History of WordPress

Registering a domain name.

Finding a host for your site.

Downloading WordPress

Installing WordPress

Configuring WordPress

Dashboard

Create and organize content

Create posts

Display posts on the homepage

Create categories

Create menus

Practical workshop: *create posts, menus and display them on the site*

Managing media

Image formats (PNG, GIF, JPEG).

Manage media

Insert images

Insert video

Site administration

Users, groups, and permissions

Content access rights

Manage users

Manage site appearance

Theme concept

Install themes

Set up the theme

Customize theme appearance

WordPress Extensions

Define a plugin

Configure a plugin

Where to find WordPress extensions

Download/install extensions

SEO in WordPress

Definition of SEO

Basics of natural SEO

WordPress SEO plugins

Recommended after this training:

[WordPress Training: Creating a theme and SEO](#)

[WooCommerce Training](#)

Advanced WordPress Training:

[WordPress Plugin Development Training](#)

Advanced Excel: Data Analysis with Power Query, PivotTables & Inquire

Module 1: Power Query – Importing and Cleaning Data

Introduction to Power Query

- Understanding the interface and main features of Power Query
- Exploring compatible data sources (CSV, Excel, Web, etc.)
- Importing data into Power Query

Importing Data

- Importing CSV files, Excel workbooks, and data from websites
- Importing an entire folder to consolidate multiple similar files into a single source

Cleaning and Transforming Data

- Removing null values, duplicates, and filtering rows
- Splitting columns, changing data types, replacing values
- Detecting and correcting errors to ensure data quality

Saving and Loading Cleaned Data

- Saving transformations and loading the cleaned data into Excel for analysis

Module 2: Inquire – Analyzing and Comparing Excel Files

Introduction to Inquire

- Overview of the tool and its main functionalities
- Accessing Inquire in the Excel ribbon and configuring comparison options

Comparing Two Workbooks

- Performing a detailed comparison of two workbooks to identify differences
- Generating comparison reports to document changes and differing values

Optimizing Excel Files

- Cleaning excessive formatting to reduce file size

- Removing unnecessary formatting to improve performance
- Managing passwords to secure files

Module 3: Power Pivot – Building Reports and Linking Data

Introduction to Power Pivot

- Understanding the interface and the benefits of Power Pivot for advanced analysis
- Enabling Power Pivot in Excel and adding data sources

Creating Data Models and Relationships

- Importing and consolidating multiple tables from different sources
- Creating and managing relationships between tables to interconnect data

Calculated Columns and Measures

- Creating calculated columns with custom formulas to enrich the dataset
- Using measures for dynamic calculations within PivotTables

Building PivotTables and PivotCharts

- Creating interactive reports with PivotTables and PivotCharts
- Using slicers for quick and targeted data analysis

Exporting and Sharing Reports

- Preparing reports for export and sharing with stakeholders
- Refreshing Power Pivot data to keep reports up to date

Partner training courses

Catalog

Description here

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Topics / Subject	Yes / Oui	Brand / Marque	Courses
Accounting software			- -
Agile / Scrum			- -
Analytics and Data Management	Yes	Microsoft Excel; Microsoft Power BI; Python; R language	<ul style="list-style-type: none"> - • Training in Statistical Analysis and Data Preparation with R • Python and Data Science Training – Complete Tour • The Most Comprehensive Power BI Training • Excel Dashboard Training

Topics / Subject	Yes / Oui	Brand / Marque	Courses	
Application Development	Yes	Microsoft Visual Studio Code; XAMPP; Idea IntelliJ	-	<ul style="list-style-type: none"> • C# Training C Sharp Course • Vue.js Training • REACT.JS TRAINING • Visual Basic .NET Training (VB.NET) Montreal, Quebec, Gatineau • HTML / CSS Course, HTML5 – CSS3 Continuing Education • Training: WPF Interface Development with C# and Visual Studio • PHP Training: The Most Comprehensive Course • Training – JavaScript course • Java Training: Level 1
Applications Operating Systems		Linux; Windows	-	-
Big Data		Microsoft Azure	-	-
Big Data Training			-	-

Topics / Subject	Yes / Oui	Brand / Marque	Courses	
Business Analysis, Business Intelligence & Service Management		Formation Microsoft Dynamics 365	-	-
Cloud Computing		AWS; Google Cloud; Microsoft Azure	-	-
Collaboration and Unified Communications	Yes	Microsoft Office 365; Google Workspace; Slack	-	-
CRM / ERP (Customer Relationship Management / Enterprise Resource Planning)	Yes	HubSpot	-	<ul style="list-style-type: none"> • HubSpot Training: Mastering Customer Relationship Management (Beginner) • Training: Customer Relationship Management and Service Quality • Training: Customer Experience – A Key Driver of Organizational Success • Training: Customer Portfolio Management • Training: Managing Internal and External Customer Complaints
Cybersecurity	Yes		-	-
Data Center	No		-	-

Topics / Subject	Yes / Oui	Brand / Marque	Courses	
Database - Administration		MariaDB; PostgreSQL; MySQL; SQL Server;	-	<ul style="list-style-type: none"> • MySQL Training: Stored Procedures and Triggers
Database – Fundamentals		SQL; Access; MySQL; FileMaker Pro; SQL Server	-	<ul style="list-style-type: none"> • FileMaker Pro Training • SQL Training for SQL Server • SQL Training: Mastering SQL Queries
Digital Forensics		TOGAF	-	-
End User Training	No		-	-
Enterprise Architecture		Vtiger	-	-
Incident Response	No		-	-
IT Policy and Governance	No		-	-
IT service Management		ITIL	-	-
Leadership and Business Solutions	No		-	-
Malware Analysis		Oracle	-	-

Topics / Subject	Yes / Oui	Brand / Marque		Courses
Microsoft 365 tools training	Yes		–	<ul style="list-style-type: none"> • Planner Training: Mastering Project and Task Management • Planner Training: Getting Started with Microsoft Planner
Middleware Training	No		–	–
Multimedia Production	Yes	Adobe; Figma; Microsoft Publisher	–	<ul style="list-style-type: none"> • Master UX/UI Design – From Wireframes to Prototypes in Figma or XD • Training: Adobe Premiere Pro • Creative AI with Adobe: Boost Your Visual Workflow • Adobe InDesign Fundamentals Training • FIGMA TRAINING: THE BASICS • Adobe Photoshop Fundamentals Training
Networking		Microsoft Azure	–	–

Topics / Subject	Yes / Oui	Brand / Marque	Courses	
PDF creation	Yes	ACROBAT PRO; FOXIT; KOFAX; NITRO; NUANCE ECOPIY	-	<ul style="list-style-type: none"> • Kofax Power PDF – Interactive Forms Creation and Document Security • Kofax Power PDF Training – Create, Edit & Manage PDF Documents • Nitro PDF Essentials – Learn to Create, Edit & Manage Professional Documents
Project Management		Microsoft Project; Primavera	-	-
Reporting training and dashboards	Yes		-	<ul style="list-style-type: none"> • Advanced Excel: Data Analysis with Power Query, PivotTables & Inquire
Storage Training	No		-	-
System Administration Training		Linux; Windows	-	-

Topics / Subject	Yes / Oui	Brand / Marque	Courses
Training in Architecture or Industrial Design	Yes		<ul style="list-style-type: none"> - • Unreal Engine Training for Architecture and Design • VRay: Lighting, Materials, and Photorealistic Rendering • Blender Training – Architecture and Design • D5 Training: Architectural Visualization Course • Lumion Training: Architectural Visualization Course • Twinmotion Training: Architectural Visualization Course • Vantage Training: Architectural Visualization Course • 3ds Max Training
Virtualization			- -

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Figma UX/UI Course – Build Smart & Responsive Web Prototypes

Learning Objectives – Figma UI/UX Design

- Learn how to structure a web interface using modern UX principles
- Design a consistent, professional UI based on a client brief
- Master Figma to create, organize, and reuse design components
- Prototype interactive interfaces with realistic transitions and user behaviors
- Facilitate smooth collaboration with developers through well-prepared mockups

Module 1 – Introduction to UX/UI and Figma

- Understand the essential roles of UX and UI in interface design
- Apply best practices in layout structure and usability
- Get started with Figma: interface, pages, layers, and frames
- Organize a Figma project using grids, constraints, and responsive design principles

Module 2 – Designing Web Interfaces with Figma

- Create reusable UI components (buttons, cards, menus)
- Use advanced features like variants and auto-layout
- Define consistent visual styles: colors, typography, effects
- Import visual assets such as logos, images, and icons

Workshop 1: Build a Component Library – *Create a simple, reusable, and consistent Design System*

Module 3 – Interactive Prototyping in Figma

- Add dynamic interactions: clicks, transitions, animations
- Create simulated navigation with scrolling and internal linking
- Integrate forms and user behaviors into your designs
- Preview and test the prototype as if it were a real website

Workshop 2: Build an Interactive Prototype – *Design a smooth and engaging user journey*

Module 4 – Collaboration & Delivery

- Collaborate effectively in Figma using comments, sharing, and version control
- Use Dev Mode to inspect layouts, generate CSS, and access specs for developers
- Prepare and export a polished mockup for client delivery or presentation
- Explore complementary tools like FigJam and essential Figma plug-ins

Workshop 3: Prepare a Client Presentation – Structure and present a professional Figma file

Creative AI with Adobe: Boost Your Visual Workflow

Introduction to AI in Graphic Design

- Overview of generative AI
- Challenges and benefits in the creative workflow

Photoshop & Generative AI

- Using intelligent selection tools (Object Selector, Sky, Subject)
- Creating layer masks
- Removing unwanted elements using Generative Fill
- AI-powered background replacement
- Adobe Generative Expand: how it works and best practices

Workshop 1 – Retouch an existing image using AI tools

Objective: Remove an element, change the background, and apply a mask using the AI extension

Illustrator & Generative AI

- Generate simple graphic elements via prompts (objects, icons, scenes)
- Apply visual reference styles
- Use filtered searches and get tailored results
- Create generative vector patterns
- AI-powered recoloring of illustrations

Workshop 2 – Create a mini brand identity using AI

Objective: Generate a set of assets (icon, pattern, recoloring) from a simple creative brief

New: InDesign & Image Generation

- Generate images directly in InDesign from a prompt
- Choose and adapt styles to match your layout
- Use cases: cover images, ambient illustrations
- Hands-on: quickly build a layout using a generated image

- Professional workflow insights (validation, editing in Photoshop/Illustrator)

Workshop 3 – Design a cover or promo sheet using AI-generated visuals

Objective: Use image generation in a layout tailored to the document's style and purpose

Adobe Acrobat Pro: PDF Accessibility Essentials

Introduction to the [Acrobat Pro Accessibility Training](#)

Understanding Digital Accessibility and the SGQRI 008-02 Standard

Explore the fundamentals of web accessibility, legal requirements (including the SGQRI 008-02 standard), and the tools available in [Adobe Acrobat Pro](#) to ensure your PDF documents are compliant and inclusive.

Enhancing PDF Accessibility

- Structure reading order and tab sequence
- Ensure proper pagination and document traceability
- Add accessible bookmarks and links
- Correctly tag tables (simple and complex)
- Add alternative text to images and logos
- Manage page insertion or removal without affecting accessibility

Implementing Accessible Interactivity

- Configure interactive elements (forms, buttons)
- Ensure JavaScript compatibility with screen readers

Essential Tools for Validation and Compliance

- Acrobat's built-in Accessibility Check tool
- [PDF Accessibility Checker \(PAC\)](#)
- [Color Contrast Analyser \(CCA\)](#)
- [Screen readers \(e.g., NVDA\)](#)