

Adobe Acrobat Pro Training: Creating and Managing PDF Documents

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

- Explore the Adobe Acrobat Pro interface and customize your workspace for greater efficiency
- Master navigation through documents using panels, navigation tools, and display options

Creating a PDF File with Adobe Acrobat Pro

- Create a PDF from any compatible software
- Merge multiple files into a single PDF document
- Convert text or images into professional-quality PDF files
- Transform a web page into an interactive PDF document
- Create a PDF directly from clipboard content
- Export PDF content (text or image) into other formats such as RTF or image

Editing PDF Content

- Edit text and replace images directly in a PDF
- Reposition, resize, or delete graphic elements

Creating Smooth and Interactive Navigation

- Use thumbnails to facilitate access to pages
- Create bookmarks, internal and external links
- Structure the document with intuitive navigation buttons

Advanced Features in Adobe Acrobat Pro

- Insert images, videos, and sounds into a PDF
- Create an interactive table of contents
- Optimize files for print or web output
- Search within a document or compare multiple versions
- Extract, convert, or reuse elements such as text and images
- Attach other files or create interactive presentations

Advanced Page Management

- Crop, rotate, or renumber pages
- Insert, delete, move, or replace pages within a document
- Add visual elements: headers, footers, watermarks, and backgrounds

Document Security and Protection

- Use redaction to permanently remove sensitive information
- Apply restrictions on reading, editing, or printing
- Set different levels of password protection based on your needs

Mastering Long Documents with Adobe InDesign

InDesign for Everyone: Long Document Creation

Adobe InDesign is the industry-standard tool for creating professional, long-format documents such as books, manuals, reports, and proposals. This comprehensive training will guide you step by step through the essential techniques you need to master to produce clean, consistent, and visually appealing publications. Whether you are a graphic designer, editor, or project manager, you will gain confidence working on complex projects with multiple sections and contributors.

Mastering Paragraph, Character, and Object Styles

- Create custom styles for headings, body text, and graphic elements.
- Ensure visual consistency throughout the entire document.
- Save time by updating multiple elements through a single style change.
- Learn to import and reuse style libraries across projects.

Structuring with Master Pages

- Design master pages to standardize your layouts.
- Automatically apply recurring elements across all pages (e.g., logos, page numbers).
- Customize master pages for different content types (chapters, appendices, title pages, etc.).
- Combine multiple master page variations within the same document.

Organizing Long Documents

- Simplify the management of complex projects by dividing them into sections.
- Configure automatic numbering for each section.
- Use the Book panel to merge multiple InDesign files into a single project.

Advanced Link and Image Management

- Monitor all linked files through the “Links” panel.
- Quickly identify missing or updated assets.
- Secure your exports with reliable media management.
- Optimize images for print and digital outputs.

Layer Management for Better Clarity

- Organize graphic elements into layers for more control.
- Isolate specific objects without impacting the rest of the layout.
- Streamline your workflow on complex projects.
- Lock and hide layers to avoid accidental edits.

Saving and Versioning

- Adopt best practices for saving and protecting your progress.
- Create versioned files to track the project’s evolution.
- Make collaboration easier by reverting to previous versions when needed.
- Use package options to gather all assets in one folder for archiving.

Prepping for Export or Print

- Use the “Preflight” panel to catch critical errors before finalizing.
- Check fonts, links, and margins to ensure output integrity.
- Deliver a professional result for both digital export and print.
- Generate print-ready PDFs with bleed and crop marks.

Boosting Speed with Keyboard Shortcuts

- Learn essential shortcuts to boost your productivity.
- Work more efficiently on repetitive tasks.
- Adopt a faster, smoother workflow in your daily InDesign use.
- Customize shortcut sets to fit your personal workflow.

Linking a Word Document to InDesign

- Keep content updated in real time through dynamic Word linking.
- Minimize formatting errors during revisions.
- Manage text updates more easily in large documents.
- Streamline collaboration between authors and designers.

This training is designed to help you take control of your long documents and deliver polished results with confidence. By mastering these techniques, you will save time, reduce errors, and elevate the quality of your publications.

For official documentation and best practices, visit the [Adobe InDesign User Guide](#).

SQL Training: Mastering SQL Queries

Introduction to SQL Training

- Definition of a [database](#)
- Definition of a Database Management System
- Defining a relational model
- Overview of the different SQL languages: DDL, DML, DCL

Module 1: Course on DCL (Data Control Language)

- SELECT FROM query
- SELECT WHERE query
- SELECT ORDER query
- SELECT LIMIT query
- SELECT EXPR ... query
- SELECT FROM JOIN query
- SELECT AGGR GROUP query
- SELECT AGGR GROUP HAVING query

Module 2: Course on Data Manipulation (DML)

- Introduction to DML
- INSERT query
- INSERT SELECT query
- INSERT MULTI TABLE query
- UPDATE query
- UPDATE MULTI TABLE query
- DELETE query
- DELETE MULTI TABLE query

Module 3: Course on Data Definition (DDL)

- CREATE TABLE query
- DROP TABLE query
- ALTER TABLE query

Module 4: Theory on Advanced SQL Concepts

- Indexes and index types
- Foreign key constraints
- Basic modeling, explanation of 1st, 2nd, and 3rd normal forms
- Natural keys versus complex keys

SQL Triggers and Stored Procedures

AI: Evolution, Understanding, Application, and Programming

Module 1: Introduction to Artificial Intelligence

- Overview and Q&A session (1h30)
- Definition and evolution of AI:
 - Terminology and evolution
 - From early algorithms to neural networks
 - Deep Learning and Generative AI
 - Weak, General, and Superintelligent AI
 - Examples of applications across sectors
- Factors supporting AI:
 - Algorithmic and heuristic structures
 - Hardware aspects (CPU, GPU, TPU)
 - Languages (R, Python, C++, Rust, Mojo)
 - Software and frameworks
- Introduction to Machine Learning:
 - Main model categories
 - Supervised and unsupervised learning
 - Applications and use cases
- Introduction to Deep Learning:
 - Differences from Machine Learning
 - Concepts and models
 - Applications and use cases
- Natural Language Processing features
- Overview of Generative AI:
 - Language, image, and multimodal models
 - Market applications and products
 - Example: Google Gemini
- Issues and risks:
 - Ethics and bias
 - Privacy and environmental impact
 - Risk of dystopian outcomes

Module 2: AI Demonstration

- Overview and Q&A session (1h30)
- DevOps and AI pipelines:
 - Data preprocessing
 - Training and optimization
 - Deployment
- Machine Learning in practice:

- Demo with Scikit-Learn
- User-friendly approach with PyCaret
- Note: Source code via Google Colab
- Deep Learning in practice:
 - Demo with Numpy
 - Using PyTorch
 - Note: Source code via Google Colab
- Generative AI:
 - Exploring large language and multimodal models
 - Fine-tuning and autonomous agents
 - Note: Hands-on in the next module with Google Gemini

Module 3: Using Google Gemini

- Hands-on experimentation with Google Colab (3h30)
- Using the chatbox:
 - Crafting simple prompts
 - Tips for Python and other technical prompts
- Using the Python API:
 - Designing advanced prompts
 - Code optimization and unit testing
- Using Gemini Studio:
 - Fine-tuning and Retrieval-Augmented Generation
 - Building an autonomous agent
 - Experimental projects with Python and more

Follow-up training with OpenAI

[OpenAI Training for Developers](#)

Excel Dashboard Training

Course Modules:

Module 1: Introduction to Dashboards

- Overview and objectives of dashboards
- Examples of effective dashboards
- Key components of a dashboard

Module 2: Data Collection and Preparation

- Importing data into Excel
- Cleaning and organizing data

- Essential formulas for data preparation

Module 3: Data Visualization

- Creating charts and diagrams
- Using conditional formatting
- Techniques to highlight data

Module 4: Dashboard Automation

- [Using macros](#) to automate tasks
- Advanced formulas for automatic updates
- Integrating form controls for an interactive interface

Module 5: Data Analysis and Interpretation

- Data analysis techniques
- Interpreting visual results
- Making data-driven decisions from the dashboard

Excel Training – The Most Comprehensive

Introduction to the [Excel Training](#)

Course Outline Presentation

- Description of the interface (Ribbon, Quick Access Toolbar, etc.)

Module 1 – Excel Basics [Excel](#)

- Structure of a file (workbooks, worksheets, and cells)
- Edit your data: Fill series and freeze panes
- Overview of key shortcuts and time-saving tips
- Customize the ribbon and Quick Access Toolbar
- Create and manage tabs

Module 2 – Using Named References

- Create named references
- Go to a named item
- Use the Name Manager
- Use a named reference in a formula

Module 3 – Tables and Page Layout

- Apply automatic table formatting
- Create a custom style and apply it to a table
- Conditional formatting
- Basic database functions: Filter and Sort
- Cell formatting and styling
- Print the table

Module 4 – Using Formulas in Excel

- Relative and absolute references
- Find and insert a function
- Use basic formulas: Sum, Average, Max, Date
- Use logical (IF), text, and date functions
- Use lookup functions: VLOOKUP, HLOOKUP, XLOOKUP

Module 5 – Creating Charts

- Select data for the chart
- Types of charts: column, line, pie (2D or 3D)
- Choose a chart type based on your needs
- Apply a style

Module 6 – Pivot Tables / Pivot Charts

- Understand the purpose of a pivot table (examples)
- Create a pivot table
- Format a pivot table
- Use slicers
- Update the pivot table after changing the data source
- Highlight desired statistics from your table
- Customize a pivot table
- Create a pivot chart
- Customize a pivot chart

Module 7 – Getting Started with Macros

- How macros work
- Record, write, and run macros
- Run a macro with shortcuts (from the ribbon, button, etc.)
- Manage macros

Advanced Macros Training

- [Training: Mastering Macros and Introduction to Programming](#)

Corporate Training

If there is one field that is constantly evolving, it's information technology. To stay on top of the latest trends, today's companies must invest in staff training. And when companies seek IT training, they turn to Doussou Formation. Doussou Formation offers more than 101 training titles ready for you.

- Our team consists of 15 experts in their respective fields.
- We prioritize small groups (maximum of five learners) to maximize personalization, retention, and hands-on practice.
- 97% of our clients are satisfied with our training programs.

Our trainers come to your company, which allows you to:

- Avoid productivity loss due to employee travel.
- Work directly with your equipment and software to maximize knowledge transfer.
- Incorporate your internal context and tailor the training to your realities.
- Share confidential information among colleagues without concern.
- Build even stronger team spirit.

– Companies such as TC Transcontinental, Vidéotron, Bell Media, Desjardins, and National Bank, to name a few, have placed their trust in us.

Steps for Corporate Training:

- Identification of training needs.
- Profiling of learners to better understand their expertise level on the topic.
- Development of a customized training plan.
- Integration of relevant examples from the company's industry.
- Development of training and support materials.
- Selection of the most suitable trainer based on objectives and industry.
- Training delivery.
- Participant evaluation of the session.
- Training feedback, and
- Personalized coaching as needed.

Our Information Technology (IT) Training Courses:

- Design Training (Photoshop, Illustrator, InDesign, InCopy);
- 3D Programming (Rhino 3D);
- Programming (Python, Java, C#, PHP);
- Website Creation (HTML, CSS, Angular, ReactJS, WordPress);
- Office 365: Outlook, Word, PowerPoint, Excel, Access, OneNote, OneDrive,

Power BI, Flow, Forms, Stream, Teams, Yammer, SharePoint, Planner, Skype;

- Project Management;
- – and many more

Our Human Capital Training Courses:

- Training: Managing a Difficult Employee;
- Training: Conflict Management in the Workplace;
- Professional Efficiency: Managing Your Time and Priorities

Tell Us About Your Needs

Receive a service proposal with no obligation on your part

Can't find the training you're looking for? Doussou Formation can create a custom program. Stay up to date with our latest training courses by subscribing to our newsletter. You'll receive new course titles as soon as they're launched, along with an exclusive introductory discount. It pays to subscribe.

By email: info@doussou-formation.com

Personal Data Protection Policy

1. Introduction

Doussou Formation is committed to protecting the personal data of its clients, employees, and other stakeholders. This personal data management policy explains how we collect, use, store, and protect such information.

2. Collection of Personal Data

We collect personal data only as part of our legitimate business activities and in compliance with applicable laws. The information collected may include, but is not limited to:

- First and last name, and contact information
- Email address
- Phone number

3. Use of Personal Data

Personal data is used for the following purposes:

- Provision of our products and services
- Communication with our clients
- Responding to inquiries
- Improving our products and services
- Marketing and promotions, with the prior consent of the data subject

4. Retention of Personal Data

We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, in accordance with applicable laws. Once this data is no longer needed, it is securely deleted or anonymized.

5. Security of Personal Data

We implement appropriate security measures to protect personal data against unauthorized access, disclosure, alteration, or destruction. These measures include access management, password protection, encryption, and staff training.

6. Sharing of Personal Data

Personal data is only shared with third parties when necessary to provide our products and services, or when required by law. We require our partners to uphold the same standards of data protection as we do.

7. Rights of Data Subjects

Individuals whose personal data is collected have certain rights, such as the right to access, rectify, delete, object to processing, restrict processing, and request data portability. To exercise these rights, please contact us at [email address or contact phone number].

8. Updates to the Personal Data Protection Policy

We may update this policy periodically to reflect changes in our data collection and management practices. Updated versions will be published on our website.

9. Contact

For any questions or concerns regarding our personal data protection policy, please contact us at info@doussou-formation.com.

General Terms and Conditions of Sale

Article 1: Order Confirmation

Reservations for a workshop or a training session are confirmed upon receipt of an email from an authorized representative or upon completion of online payment. In addition, any training order implies that the client accepts the training plan provided by Doussou Formation.

Article 2: Training

Doussou Formation reserves the right to make any modifications it deems useful to its training plans and to the scheduling of its training periods at any time.

Article 3: Pricing

The fees proposed by Doussou Formation are stated in Canadian dollars for Canada and in Euros for Europe. Invoices will include the applicable fees and TPS/TVQ or VAT in effect on the date the training is delivered. Any transportation or accommodation costs for participants are never included in the pricing.

Article 4: Training Cancellation

Cancellation or modification of a registration without additional fees must be made no later than fifteen (15) business days before the course start date. For cancellations made between five (5) and fifteen (15) business days prior to the course start date, 50% of the registration fees will be charged. If a participant is absent or cancels fewer than five (5) business days before the start of the course, the full registration fee will be charged. Please note that a rescheduling is considered a cancellation followed by a re-registration; the same terms therefore apply. If a participant does not attend the training, the full registration fee will be due. Cancellations and rescheduling requests must be submitted in writing (email). Participant substitutions are accepted free of charge up until the start of the course. Doussou Formation reserves the right to cancel or postpone a training session in the event of insufficient registrations.

Article 5:

In the case of on-site training, Doussou Formation is not responsible for setting up the training room.

Article 6: Administrative Documents

Doussou Formation provides supporting documents (attendance sheets, training certificates, evaluation questionnaire) together with invoices, exclusively to the designated invoice recipient. Doussou Formation cannot be held responsible for the non-receipt of the training notice by any of the client's internal recipients, particularly in cases where the participant does not attend the training.

Article 7: Internal Regulations

The participant agrees to comply with the internal regulations, acknowledging that they have read and accepted the terms.

Article 8: Confidentiality

Information and knowledge shared during the training sessions are intended for the exclusive use of the participants. All rights to the materials used belong to Doussou Formation.

Article 9: Use of Image

Client comments may be published on Doussou Formation's website and social media pages. Doussou Formation may also display the client's company logo alongside their comments unless instructed otherwise by the client.

Article 10: Training Evaluation

A training evaluation is systematically offered immediately at the end of each session. Participants are invited to complete an evaluation questionnaire on-site or online within hours of the training. This process allows us to gather immediate feedback as part of our continuous improvement efforts. Any comment, complaint, or adjustment request related to the training content or conduct must be submitted within a maximum of seven (7) calendar days following the training. After this period, no claim will be considered.

Article 11: Non-Solicitation Clause

The client agrees not to solicit, hire, or enter into a direct contract, whether paid or unpaid, with any trainer or consultant provided by Doussou Formation for a period of twelve (12) months following the completion of the service, unless prior written consent is obtained. In case of breach of this clause, a penalty equivalent to six (6) months of full-time service will be owed by the client to Doussou Formation.

Zoom Training: The Most Comprehensive

INTRODUCTION TO THE ZOOM TRAINING

SETTINGS BEFORE A ZOOM MEETING

- Video
- Audio
- Waiting Room
- Scheduling
- Password

BASIC SETTINGS DURING A ZOOM MEETING

- Data Encryption
- Chat
- Private Messaging
- Recording
- File Transfer
- Screen Sharing

ADVANCED SETTINGS DURING A ZOOM MEETING

- Breakout Rooms
- Virtual Background
- Invitation Email

ZOOM ADMINISTRATOR

- User Management
 - Users
 - Group Management
 - Role Management
- Room Management
 - Zoom Rooms
 - Calendar Integration
 - Digital Signage Content
- Account Management
 - Account Profile
 - Billing