

Most Comprehensive Microsoft Teams Training

Introduction to the [Microsoft Teams Training](#)

Getting to Know Microsoft Teams

- Overview of the Teams interface
- Properly setting up your account

Communicating with [Teams](#)

- Overview of the application
- Availability status
- Notification settings
- Individual and group chat
- Online calls and meetings
- Collaborating with Teams

Sharing Files in a Conversation

- Microsoft 365 Teams and Groups
- Team channels
- Channel posts
- Channel files (SharePoint)
- Channel wiki

Canva for Professionals: Build Impactful Graphics with Ease

Introduction to the [Canva Training](#)

Getting Started with [Canva](#)

- Understand the fundamentals of graphic design
- Discover Canva's interface and core features
- Overview of the different plans (Free, Pro, Team, etc.)

First Steps with Canva

- Create and configure your account
- Introduction to the user interface
- Navigate the menus and workspace
- Organize your content: folders and subfolders
- Adjust account settings to suit your workflow
- Create a new design from a template or blank format
- Hands-on with the editor and design tools

Graphic Design Basics in Canva

- Using and customizing templates
- Managing multi-page designs
- Simple compositions with images
- Inserting and editing graphic elements
- Typography: adding, styling, and arranging text
- Adding music, interactive links, photos, and videos
- Using charts and graphs
- Advanced features: animations, backgrounds, element locking, etc.
- App integrations: YouTube, Google Maps, and more
- Download and share your designs (PDF, PNG, web link, etc.)

Creating Presentations and Icons

- Explore various presentation formats
- Design dynamic and professional presentations
- Create and customize graphic icons

Collaborating with Canva

- Invite and manage team members
- Create, share, and co-edit designs
- Organize shared files into team folders

Recommended Complementary Training

[Publisher Training – Layout and Design of Professional Print Materials](#)

Adobe Acrobat – Fill & Sign

Introduction to the [Acrobat: Fill & Sign Training](#)

- Understand how form fields work in Acrobat

- Explore the “Fill & Sign” tool and its professional use cases
- Get familiar with the interface and workspace layout
- Master the key steps involved in preparing a signable PDF document

Filling Out and Signing a PDF Document

- Distribute a document securely for completion
- Add multiple recipients with defined roles
- Include an approver in the signature workflow
- Reorder the signing sequence based on priorities
- Track the document’s progress in real time

Finalization and Export

- Open and review the finalized, signed document
- Save the completed file locally for archiving or distribution

Mastering Fill & Sign in Adobe Acrobat: Streamline Your PDF Workflow

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PowerPoint Essentials: Design, Structure & Impact

Module 1: Mastering the Basics of Microsoft PowerPoint

- Create and organize slides with a professional structure.
- Integrate relevant and well-structured textual content.
- Add impactful visuals to enhance your message.

Module 2: Streamlining with Slide Masters

- Understand the strategic role of slide masters for consistency.
- Create and modify masters to ensure visual coherence.
- **Hands-on Exercise:** design a custom theme aligned with brand identity.

Module 3: Creating Professional Templates

- Define templates and understand their impact on productivity.
- Build tailored templates for consistent presentation design.
- Integrate logos, color palettes, and brand elements.
- **Workshop:** develop a template based on a corporate brand guide.

Module 4: Advanced Text and Image Handling

- Optimize text layout: columns, alignment, special effects.
- Enhance visuals: cropping, filters, background removal.
- **Workshop:** boost the visual impact of an existing presentation.

Module 5: Embedding Dynamic Content (Excel, Video, Audio)

- Insert and sync Excel charts in real time.
- Add and configure video and audio to energize your content.
- **Exercise:** create interactive and immersive slides.

Module 6: Customized Animations and Transitions

- Explore animation types available in PowerPoint.
- Design custom effects to add rhythm and flow.
- **Exercise:** craft a high-impact animated presentation.

Module 7: Collaborating and Sharing with Ease

- Leverage comment and version tracking tools.
- Collaborate in real-time using Office 365 and OneDrive.
- Apply best practices for smooth teamwork and file sharing.

Recommended Complement: Visual Creation with Office 365

- [Publisher Training – Creating Marketing and Print Documents](#)
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Typography Fundamentals: Mastering the Art of Visual Communication

Introduction to the [Typography Training](#)

- Understand what typography is and its central role in visual communication
- Briefly explore the history of typography to grasp its evolution and key trends
- Learn to classify typefaces by style, usage, and origin

Decoding Typeface Anatomy

- Identify baseline, x-height, ascenders, and descenders
- Understand the vertical structure of letters (stems, ascenders, descenders, etc.)
- Master essential typographic terminology (serifs, counterforms, line spacing, etc.)

Mastering Typeface Grouping

- Discover the main type families (serif, sans-serif, script, display, etc.)
- Differentiate between typeface, font, and font weight
- Learn how to pair and combine typefaces for clarity, hierarchy, and visual harmony

Integrating Typography into Graphic Design

- Design bold and expressive typographic layouts
 - Create type-based posters to deliver a strong visual message
 - Develop sigils and monograms from typographic elements
 - Use drop caps creatively to enhance editorial layout
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Logo Design Training

Introduction to the Logo Design Training

This training introduces you to the fundamentals of logo creation, a cornerstone of any brand identity strategy. Through a structured and hands-on approach, you will learn to design logos that are coherent, impactful, and aligned with a brand's core values.

Understanding the Fundamentals of a Logo

- Definition and role of a logo in brand communication
- Graphic styles: visually delivering the right message
- Principles of layout and visual balance
- Anatomy of an effective logo

Core Components of a Logo

- Typography: choice, legibility, and impact
- Colors: psychology and strategic combinations
- Illustration: relevance and visual consistency
- Stylization: visual transformation and simplification

Stylization in Design

- Definition of graphic stylization
- Professional simplification techniques
- Essential aesthetic principles
- Creating distinctive brand identities

Key Terms in Visual Identity

- Logotype
- Visual signature
- Symbol
- Acronym
- Monogram
- Emblem

Construction Lines

- Definition of construction lines
- Use in logo structure and alignment
- Techniques for creating grids and guides

Graphic Standards Guide

- Logo variations (color, black & white, etc.)
- Clear space and visual protection rules
- Recommended fonts
- Corporate color palette and usage

Training Wrap-Up

By the end of this training, you'll be able to design a professional logo, master its variations, and ensure consistency through a visual standards guide – a key asset for any brand looking to strengthen its identity.

Photoshop Training: Complete 4-day course

Introduction to Photoshop

- History and evolution of the software
- Getting started with the interface
- Overview of key features
- Customizing and managing workspaces
- Introduction to Mini-Bridge

Mastering the Essentials

- Understanding resolution and image definition
- Difference between image size and canvas size
- Introduction to essential tools: selection, text, hand, zoom, etc.
- Overview of palettes: shapes, layers, colors, paths...
- Understanding CMYK vs. RGB color modes
- Separation modes: print, video, spot color, duotone...
- Using web-safe color palettes

Image Adjustment and Optimization

- Using the adjustments panel
- Sharpening and correcting curves and levels
- Adjusting brightness, contrast, and saturation
- Enhancing shadows and highlights
- Applying transformations: scale, rotate, flip, warp...

Working with Layers

- Understanding different types of layers
- Organizing, managing, and merging layers
- Using transparency and blend modes
- Applying adjustment, fill, and text layers
- Creating and managing layer masks

Selection Tools and Techniques

- Selection tools: Marquee, Lasso, Magic Wand, etc.
- Creating, saving, and transforming selections
- Using options: feathering, quick mask mode, color range
- Applying gradients, swatches, styles, Pantone...
- Hands-on workshop: creating a pattern

Vector Graphics in Photoshop

- Working with vector shapes
- Using the Pen tool and Bézier curves
- Managing anchor points
- Performing precise cut-outs

Exporting Your Work

- Saving files for print
- Optimizing and exporting for the web

Color Management

- Adjusting and applying colors
- Using the Gradient tool

Paths and Dynamic Shapes

- Handling multiple selections
- Advanced shape properties: rounding and dynamic behavior

Advanced Photo Retouching

- Using the adjustments panel and histogram
- Targeted corrections: shadows, midtones, highlights
- Advanced tools: lens correction, blur effects, perspective

Planner Training: Mastering Project and Task Management

Module 1: Advanced Task Tracking

- Use the **Charts view** to monitor overall progress
- Use the **Calendar view** to track due dates
- Group and filter tasks (by assignee, priority, or status)

Module 2: Structuring Complex Projects

- Naming conventions and logical organization of buckets
- Distributing roles and tasks by department or project phase
- Best practices for long-term or cross-functional projects

Module 3: Multi-Team Collaboration

- Manage multiple plans within a shared environment
- Track contributions from different teams
- Coordinate across departments and project owners

Module 4: Useful Integrations

- Link Planner to Outlook to track personal tasks
- Combine usage with Microsoft To Do
- Store and centralize documents using SharePoint

Module 5: Usage Optimization

- Tips to reduce unnecessary notifications
- Organize tasks by milestones, sprints, or activity types
- Best practices for plan readability and clarity

Module 6: Practical Cases and Group Discussions

- Apply concepts to a real-world case suggested by participants
- Group or individual demonstrations
- Feedback and sharing of best practices

Planner Training: Getting Started with Microsoft Planner

Module 1: Introduction to Microsoft Planner

- Role of Planner within the Microsoft 365 ecosystem
- Access via browser, Teams, and mobile app
- Typical use cases: simple task management, team projects, routine tracking

Module 2: Creating a Plan

- Create a new plan via Planner or Teams
- Choose or create a Microsoft 365 group
- Understand the structure: buckets and tasks

Module 3: Task Management

- Create and edit a task
- Assign a task owner
- Add: due date, priority, checklist, attachments, notes
- Track progress (Not started, In progress, Completed)

Module 4: Visual Organization

- Create buckets to structure project phases
- Use color-coded labels
- Rearrange tasks via drag-and-drop in Board view

Module 5: Basic Collaboration

- Comment on tasks
- Understand automatic notifications
- Integrate Planner into Microsoft Teams (tab, simplified view)

Module 6: Guided Hands-on Practice

- Create a mini project in pairs or groups
- Apply the features covered
- Open discussion and Q&A