

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

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

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](#)

Excel: The most popular software for your spreadsheets?

That's it, you've received your new promotion. Congratulations! Only one downside. With your new appointment, you have also taken on new

administrative responsibilities. Thus, you now have to manipulate spreadsheets. Before, you could afford to do everything by hand, but now the amount of documents to process is far too great for that. Microsoft thought of people like you when bringing Excel to market.

Excel: What is it?

So what is Excel? It is a professional spreadsheet software. In other words, you can manage simple and complex calculations there, display a multitude of data and inventory them in pivot tables. You can do a lot more, but we'll get to that. Microsoft, father of Windows, created Excel. This software is part of the Office suite, which also includes the well-known Word.

On the other hand, while PowerPoint specializes in presentations and slides or Word specializes in writing, Excel has been the authority on the market when it comes to numbers for almost 35 years.

Thus, once you have mastered this software, you can use Excel to classify your tables and perform your calculations quickly, efficiently and without mistakes. Of course, we are well aware that accessing Excel can be daunting. But at Doussou Formation, our trainers are there to teach you how to use this software. From basics to more complex macros.

Excel: What are the benefits?

To start, let's talk about those famous macros we talked about a line ago. This is one of the most interesting functions of the Office suite. To define them, macros are programmed commands to automate repetitive tasks. Simply put, macros are shortcuts that make your life easier. It goes without saying that you will be happy to save time with these tools at your disposal.

Another definite advantage of Excel is its performance. Other spreadsheet software exists on the market. There are even free options. But in terms of computing power and tools available to you, Excel wins hands down. If you only have to ride 1 km to get to work, a bicycle will do. But if you have to pull a ton load, you'll need a nice big truck with flames. Excel is that truck with the flames. And see Doussou as your friend who teaches you to drive.

Average, rounding, sum, and/or. These are all formulas that can be used with Excel. This is the basis. But Excel can also help you with linear calculus, algebra, or graphs. And when Excel is not embellished with a function, there is probably a macro to do it.

Excel: The course formula at Doussou Formation

As mentioned above, we will accompany you from the start to the finish line. More specifically, we adopt a way of teaching specific to your needs and desires. At the base of the training, we will see the fundamentals. Then we will study the reference names, the layout, the available formulas, the graphic representations and then the pivot tables. Finally, you will be ready to learn your first macros.

Do not hesitate to register or ask us for more information if you are a person who wishes to ensure that you have a solid foundation in the concepts of Excel spreadsheet software. Finally, practical exercises will allow you to consolidate your new knowledge.

macOS for Professionals: From File Management to Pages & Numbers Mastery

Module 1 – Introduction to the Mac Environment

- Getting started with macOS and its intuitive interface
- Exploring the Desktop, Dock, menu bar, and essential shortcuts
- Mastering window management, workspaces, and Mission Control
- Basic settings to optimize the user experience: keyboard, mouse, trackpad
- Organizing files and folders through Finder for greater productivity
- Smart searching with Spotlight and voice assistance with Siri

Module 2 – Optimizing Mac Management for Daily Use

- Create, save, and efficiently organize your documents
- Use iCloud for automatic backup and multi-device synchronization
- Discover essential built-in apps: Safari, Mail, Calendar, Notes
- Ensure workstation security: passwords, updates, privacy settings

Module 3 – Mastering the Basics of Numbers

- Discovering the Numbers interface and how it works
- Creating and saving professional spreadsheets
- Entering, formatting, and structuring data

- Essential formulas: sums, averages, percentages
- Applying conditional formatting and using filters
- Designing clear and impactful charts
- Exporting and sharing to Excel, PDF, or via iCloud

Module 4 – Enhancing Your Content with Pages

- Introduction to Pages: interface, navigation, and layout logic
- Create professional documents with text, visuals, and graphic elements
- Leverage templates to speed up document creation
- Use styles, manage headers/footers, and pagination
- Insert tables and charts from Numbers
- Work collaboratively with iCloud and real-time comments
- Export to Word, PDF, or ePub formats

Module 5 – Practical Workshop and Hands-On Application

- Complete creation of a professional document in Pages integrating:
 - structured and styled text,
 - a table from Numbers,
 - a customized illustrative chart.
- Optimizing the final layout and exporting to PDF
- Simulating document sharing with a collaborator (collaborative workflow)

Estimated duration: 1 full day (or 2 half-days depending on your internal needs)

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

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 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