

Vantage Training: Architectural Visualization Course

Introduction to Vantage Training

- Vantage interface and navigation
- Object manipulation
- Conversion from V-Ray
- Project preparation and import (Revit, SketchUp, 3ds Max)
- Terrain

Modeling in Vantage

- Material application
- Specific materials

Lighting in Vantage

- Different types of lighting and their application
- Sunlight study

Rendering in Vantage

- Camera settings and manipulation
- Rendering production
- Animated sequence production
- Vantage post-production effects

FileMaker Pro Training

Introduction to FileMaker Pro Training

- What is a database?
- Overview of FileMaker Pro software

Overview of FileMaker Pro Features

- Creating a new file
- Understanding the FileMaker Pro environment

Creating a File

- Creating a field
- Types of available fields
- Editing fields

Understanding the Different Work Modes in FileMaker

- Browse Mode
- Layout Mode
- Find Mode
- Preview Mode
- Switching between modes

Working in Browse Mode

- Creating records
- Deleting records
- Entering data
- Using indexes and value lists

Working in Layout Mode in FileMaker Pro

- Creating a layout
- Modifying a layout
- Using predefined layouts

Working in Find Mode in FileMaker Pro

- Creating a query
- Modifying a query
- Performing global searches
- Performing specific searches

Working in Print Mode in FileMaker

- Print preview
- Printing a data sheet
- Printing a table structure

Collaboration with Other Software

- Importing/Exporting data
- Saving a database

Formatting Fields

- Date, time, number, and text formats
- Formatting and deleting a layout

Creating Reports in FileMaker Pro

- Creating reports using the wizard
- Generating statistics

MySQL Training: Stored Procedures and Triggers

Introduction

Overview of MySQL.

Course objectives: optimize stored procedures, explore alternatives, and master advanced data processing functions.

Module 1: Review of SQL Query Writing

- Write simple and complex SQL queries.
- Use WHERE, GROUP BY, HAVING, and ORDER BY clauses.
- Joins (INNER, LEFT, RIGHT, FULL) to combine tables.
- Use subqueries and nested queries.

Module 2: Optimization and Alternatives to Stored Procedures

- What is a stored procedure and when to use it?
- Advantages and limitations of stored procedures.
- Optimization techniques: indexing, reducing nested queries, managing transactions.
- Alternatives: materialized views, prepared statements, and application-level solutions.

Module 3: Best Practices and Data Management in MySQL

- Table structuring, efficient indexing, and performance diagnostics.
- Query optimization: specific SELECTs, pagination, and join techniques.
- Text management: CONCAT(), SUBSTRING(), REPLACE(), cleaning and formatting.
- Number processing: SUM(), AVG(), ROUND(), MOD(), statistical and financial calculations.

Module 4: Advanced Data Comparison and Manipulation Functions

- Date comparison functions: NOW(), CURDATE(), DATEDIFF(), TIMESTAMPDIFF().

- Combined processing of text and numeric data in MySQL.
- Use of regular expressions for advanced data cleaning.

Module 5: Using Cursors and Looping Techniques

- Definition, syntax, and usage context of cursors in MySQL.
- Practical examples: iterating through records and performing repetitive operations.

Conclusion and Final Case Study

- Summary of key concepts.
- Integrated case study: implementing optimization, advanced functions, and cursors.

SQL Training for SQL Server

Introduction to [SQL Server Training](#)

Overview of the [SQL Server](#) course

- Definition of a database and the different types of objects

Data Manipulation Language (DML)

- Inserting rows (INSERT)
- Inserting multiple rows
- Inserting from a SELECT statement
- Updating with UPDATE
- UPDATE with subqueries
- Deleting records (DELETE)
- *Practical workshop*: Modifying the content of our database

Data Query Language (DQL)

- Data types (date, float, etc.)
- Selecting data: SELECT
- TOP, WHERE, HAVING, and other criteria
- Joins: INNER / LEFT / RIGHT / OUTER
- Creating and modifying data: INSERT / UPDATE / DELETE

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

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

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