

Python Training – Essential Foundations for Data Science

Module 1 – Introduction to Python

- Overview of Python and its key applications in analytics and scientific computing
- Installing Python and choosing a development environment (IDLE, VS Code, or Jupyter)
- Getting started with the Python console and running your first scripts

Module 2 – Core Programming Concepts

- Understanding variables, data types, and type conversion
- Working with strings, numbers, and booleans
- Essential arithmetic and logical operations

Module 3 – Control Flow Essentials

- Writing conditional statements (if, elif, else)
- Using loops effectively (for, while)
- Mastering indentation and clean coding practices

Module 4 – Functions and Script Structure

- Defining and calling functions
- Passing arguments and returning values
- Organizing your code into clear, reusable blocks

Module 5 – Introduction to Object-Oriented Programming (Optional)

- Understanding objects and their role in Python
- Creating simple classes and instances

Module 6 – Working with Files

- Reading and writing text files
- Processing data line by line for real-world tasks

Module 7 – Practical Workshop

- Building a small end-to-end program combining variables, loops, and functions
- Personalized feedback and improvement tips

VRay: Lighting, Materials, and Photorealistic Rendering

Day 1: Introduction to VRay Training and VRay Fundamentals

- Introduction to VRay
- Installing VRay
- Navigating the VRay interface
- Basic lighting
- Cameras
- Basic materials
- Hands-on workshop

Day 2: Advanced Techniques and Practical Project in VRay

- Global Illumination (GI) and Advanced Reflection/Refraction
- Atmospheric effects
- Advanced materials
- Camera animation
- Practical project
- Review and questions
- Conclusion of the VRay training

Training: Fundamentals of Artificial Intelligence for Engineers and Technicians

Fundamentals for Understanding Artificial Intelligence

- Introduction to key AI concepts: algorithms, ML, DL, and LLM.
- Exploration of algorithms integrated into ML, DL, and LLM.
- The importance of mastering Machine Learning before tackling Deep Learning and LLMs.

Module 1: Overview of Main Deep Learning Models

- Introduction to core Deep Learning concepts and neural networks.
- Overview of Deep Learning applications and limitations.

Module 2: Overview of Main Large Language Models (LLMs)

- How LLMs work and understanding their applications.
- Exploration of the limits and challenges of LLMs.

Module 3: Introduction to Machine Learning

- Fundamental concepts of Machine Learning.
- Overview of commonly used ML algorithms.
- Why ML is a key step before DL and LLMs.

Module 4: Machine Learning Models

- Supervised learning: theoretical principles and practical examples.
- Unsupervised learning: methods and use cases.

Module 5: Using PyCaret for Machine Learning

- Installing and configuring PyCaret.
- Exploring the models available in PyCaret.
- Handling datasets for Machine Learning tasks.

Next Step After This Training

[OpenAI Training for Developers](#)

Nitro PDF Essentials – Learn to Create, Edit & Manage Professional Documents

Introduction to the [Nitro PDF Training](#)

This training provides a comprehensive introduction to **Nitro PDF**, a powerful and user-friendly solution for creating, editing, organizing, and optimizing your PDF documents in a professional setting.

Overview and Navigation of the Nitro PDF Interface

- Presentation of the workspace
- Navigation through main tabs and features
- Smooth document navigation
- Managing display settings and zoom levels
- Using viewing tools efficiently
- Preparing PDF files for printing

Creating a PDF File with [Nitro PDF](#)

- Generate a PDF from third-party software (Word, Excel, etc.)
- Convert text or image files into PDF format
- Insert clipboard content directly into your PDF
- Extract content and convert it to RTF or image format

Editing PDF Content

- Edit and update existing text
- Manipulate graphic objects and visual elements
- Add images and additional design elements

Creating Interactive Navigation in a PDF

- Use page thumbnails for fast navigation
- Create bookmarks and internal links
- Add interactive buttons to your documents
- Structure your PDF with logical article flows

Page Management with Nitro PDF

- Crop and rotate pages
- Insert or merge documents
- Reorganize pages: move, copy, or delete
- Extract or replace specific pages
- Renumber pages based on your structure

Adding and Managing Comments

- Open and use the comment panel
- Add annotations, notes, or review marks
- Use proofreading marks efficiently
- Track, sort, and moderate comments

Using Optical Character Recognition (OCR)

- Understand how OCR works in Nitro PDF
- Configure text recognition properties
- Search, select, and extract text content

Customizing Your User Experience in Nitro PDF

- Set up your workspace according to your preferences
- Customize comment and annotation settings
- Activate and personalize full-screen display mode
- Define document launch properties
- Set up grids and guides for layout precision

Conclusion of the Nitro PDF Training

By the end of this training, you will be able to use **Nitro PDF** like a pro – fully leveraging its features to create, edit, and manage your PDF documents efficiently. A must-have skill to boost your productivity and enhance the quality of your digital communication.

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

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 \(e.g., NVDA\)](#)

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](#)

Photoshop and Artificial Intelligence: Next-Gen Creative Tools

Introduction to the Training: Artificial Intelligence in Adobe Photoshop

Dive into Photoshop's most innovative features with this training focused on the integration of artificial intelligence. Optimize your production workflow and push the boundaries of your creative vision.

Mastering Selection Tools in Photoshop

- Make accurate selections tailored to different image types
- Efficiently save and reuse selections
- Integrate selections into a professional workflow
- **Practical workshop:** targeted selection exercises for greater precision

Understanding and Using Masks in Photoshop

- Discover layer masks, vector masks, and clipping masks
- Perform non-destructive edits with layer masks
- Use vector masks for complex compositions
- **Practical workshop:** create a complete composition using masks

Removing Objects Using Artificial Intelligence

- Erase unwanted elements with Content-Aware Fill
- Use AI-powered tools for clean and automatic removals
- **Practical workshop:** full image retouching using AI

Creating with Artificial Intelligence in Photoshop

- Use Generative Fill to generate original visual content
- Replace or edit backgrounds with the help of AI
- Expand images beyond their original frame with Generative Expand
- **Practical workshop:** build a complete AI-assisted visual project

Mastering Team Collaboration: An Essential Slack Training

Introduction to Slack
Benefits of Slack compared to email
Slack versus email
Main features
Creating your Slack workspace
Customizing your Slack workspace
Creating channels
Collaborating – messages
Collaborating – sharing documents and files
Collaborating – searching for information
Managing a channel – roles and permissions
Managing a channel – roles and permissions

Adobe Acrobat Pro Essentials: Forms, Signatures & PDF Security

Digital Signatures

- Select and configure a digital signature manager
- Set password options to secure your signatures
- Add a custom image as a visual signature

Optical Character Recognition (OCR)

- Enable text recognition in scanned documents
- Use advanced search and text extraction options

Creating and Managing Forms

- Understand the characteristics of interactive PDF forms
- Add and format text fields
- Configure field validation and use alignment grids
- Insert checkboxes, dropdown lists, and radio buttons
- Create automatic calculation fields
- Add reset, email, and print buttons
- Configure Acrobat Reader compatibility settings
- Centralize and compile responses from form submissions

Advanced Forms

- Define a logical and user-friendly tab order
- Explore JavaScript functions to enhance interactivity

Comments and Collaborative Review

- Use text and drawing comment tools effectively
- Manage and track annotations during document reviews
- Send documents for review and enable commenting rights in Adobe Reader
- Import and export comments for seamless collaboration

Appendix: Document Opening Preferences

- Set default view and display settings upon PDF opening