Adobe Acrobat Pro Training : Document Creation and Digital Signature

Introduction to Adobe [Acrobat Pro](#) Training

Environment

- Get to know the workspace and personalize it
- Explore palettes and move around the file;
- Change the display;
- Use move tools;

Creating a PDF file:

- Create a PDF file from another software;
- Create PDF file from multiple files;
- Convert a text or image file to PDF format;
- Convert a WEB page to PDF;
- Create PDF from text or image in clipboard;
- Copy text from PDF file in RTF format;
- Convert PDF file to image.

Modification of the content:

- Edit text and images;
- Manipulate the graphic elements.

Create move tools:

- Work with the thumbnails;
- Create bookmarks;
- Create interactive links;
- Add navigation structures — bookmarks, links and buttons

Features

- Image import
- Creation of visual links,
- Recording optimization,
- Creation of links to a file, page or URL …,
- Creation of visual links (interactive table of contents);
- Crop tool,
- Search in PDF documents,
- Prepare PDFs for presentations,

- Multimedia – add videos and sounds,
- Reuse PDF content – extract images and text, save in other formats, add tags,
- Attach files
- Compare documents,

Page management:

- Crop a page;
- Rotate a page;
- Insert a document;
- Move or copy pages;
- Extract pages;
- Replace pages;
- Delete pages;
- Renumber pages, headers and footers
- Managing headers and footers;
- Inserting a watermark;
- Managing a background;

Protection

- Redactions and properties
- Use security devices to protect PDF files
- 3 types of password protection

Comments:

- Underline with various colors
- Highlight
- Using commenting tools
- Using the drawing commentary tools
- Using comments
- Sending a document for review
- Activation of usage rights in Adobe Reader
- Exporting and importing comments

Digital signatures:

- Select a signature manager;
- Change password options;
- Add an image as a signature;

Learn how to Secure your PDF files

[Acrobat Pro DC Training | Protection, Signature, Navigation](#)

Computer Introduction Training : Windows and Internet

Introduction to Computer Introduction Training : Windows and Internet

Equipment

Connect the microcomputer

Central unity

The screen or monitor

The keyboard

The mouse

Getting started with Windows

Start Windows

Discover the Start menu

Open or activate a new session

Log off Windows

Discover the Windows interface

Description of the office

The My Documents directory

The workstation (Computer)

Shut down the computer

Files and directories

What is a hard drive?

What is a folder?

What is a file?

What is an extension?

The essential manipulations

User accounts

Create a User account

Open an application (launch a program)

Activate an open application

Exit an application

Description of windows

Move / modify the dimensions of a window (Desktop)

Manage menus and options for Desktop applications

Installed software: Word

Word interface

Discover the word interface

Show / hide formatting marks

Change the display mode

Entering / selecting / modifying text

Text formatting

Layout and printing

Board

Installed software: Excel

Excel interface

Filing cabinets

Travel / selections

Data entry and modification

Simple calculations

Sheets, rows and columns

Layout and printing

Graphic

Connect to the Internet
Necessary material

Choose an Internet service provider

The Web

Install a browser

Launch a browser

Discover the elements of the window

Enter the address of a site

Navigate in a page

Seeking information

Choose a search engine

Enter the keywords of a search

Do research with Google

Do research with Yahoo

Messaging

Email or Webmail software

Create an email address

Send a message

Read his messages

Reply to a message

Forward a message

Send an attachment

Open / save attachment

The format of the attachments

Save a contact in their address book

Use the address book to send a message

Delete a message

Training: Analysis and Design with UML 2.0

The Object Approach

abstraction
Objects
classes
encapsulation
Specialization and generalization
The legacy
Composition
Abstract and concrete classes
Polymorphism
the notion of stereotype in UML

Requirements modeling

use cases
Actor
Scenario

Communication relationship
Relationship between use cases
The extension relationship
Specialization and generalization of use cases

Representation of interactions between objects

The sequence diagram
Sending message
The lifeline of an object
The notion of interaction framework
The communication diagram

The life cycle of an object

States
events
transitions
stock
Properties and state identification

Static modeling of objects

The representation of classes
Associations between objects
The representation of associations between classes
The cardinality of associations
Differences between composition and aggregation

FileMaker Training | Classes in Montreal, Quebec, Gatineau

Introduction to FileMaker Training

What is a database?
FileMaker Pro Software Overview

Features overview

File creation
FileMaker Pro environment

File creation

Creating a topic
Possible topic types
Heading modification

Understand possible ways of working

Usage mode
Model mode
Search mode
Preview mode
Transfer from one mode to another

Work in use mode

Registration creation
Delete record
Data input

Using indexes and lists

Work in model mode

Create a template
Modify a template
Use pre-defined templates

Work in search mode

Create a query
Edit a query
Perform global searches
Perform specific searches

Work in print mode

Preview before printing
Printing a data sheet
Printing a table structure
Format topics
Date, time, number and text
Formatting and deleting a template

Report creation

Creation with assistant
Statistics

Outlook Training: Master Your Email and Calendar

Manage your inbox

Discover the interface of the inbox
Manage messaging
Create and customize your signatures
Manage your attachments
Find your emails quickly
Categorize your messages by categories and personal folders

Manage your appointments and meetings using calendar

Discover the calendar interface
Manage appointments
Send your availability to other people
Manage multiple calendars
Plan your time
Organize meetings
Calendar options

Manage your tasks

Discover the task management interface
Plan your tasks
Check the progress of your delegated tasks
View your list of tasks by date
Group your tasks by category
The recall window