

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.

Master UX/UI Design – From Wireframes to Prototypes in Figma or XD

Learning Objectives

- Understand the core principles of UX/UI Design and their impact on user experience
- Master every stage of the UX process: research, ideation, prototyping, and user testing
- Create wireframes and interactive prototypes using Figma or Adobe XD
- Build a consistent, professional Design System to streamline your

interfaces

- Apply user-centered design methodologies to craft smooth and effective user journeys

Training Content

Module 1 – Introduction to UX/UI Design

- Definition of UX and UI: roles, differences, and how they complement each other
- Why usability and human-centered design are critical
- Key UX deliverables: personas, user journeys, wireframes, prototypes

Module 2 – The UX Design Process Step by Step

- Project understanding: defining goals and constraints
- User research methods: interviews, surveys, observations
- Modeling: empathy maps, personas, user journey mapping
- Ideation techniques: sketching, wireframes, sitemap design
- User testing and iterative improvements

Module 3 – Designing with Figma or Adobe XD

- Interface structure: headers, body content, footers
- Creating low- and high-fidelity wireframes
- Building a functional narrative prototype
- Collaborating and integrating user feedback directly in Figma

Module 4 – Design System & Visual Consistency

- Building and documenting a mini Design System (UI Kit)
- Managing typography, color palettes, components, grids, and spacing
- Reusing elements across multiple screens and flows
- Finalizing interface designs and producing interactive prototypes

Module 5 – Final Project & Application

- Designing a complete user journey from start to finish
- Testing navigation flow, collecting feedback, and refining the prototype
- Presenting a professional, user-centered interactive prototype

Teaching Method

- Hands-on, interactive training based on real-life UX/UI design scenarios
- Balanced mix of theory, live demos, and guided exercises
- Use of top UX/UI tools such as Figma or Adobe XD, Maze, FigJam, Miro, and more

Who Is This UX/UI Design Course For?

- Beginner or intermediate designers looking to specialize in UX/UI
- Developers, product owners, project managers, or digital professionals aiming to improve interface usability
- Entrepreneurs, freelancers, and students who want to build user-first products from the ground up

Training: Adobe Premiere Pro

Introduction to the [Adobe Premiere Pro Training](#)

- Introduction to non-linear editing
- Interface: Panels and Tools
- Workspaces

Capture and Project Settings

- Standard and High Definition
- Create and edit project settings in Premiere Pro
- Adjust user preferences
- Capture video and audio
- Recording and capture settings
- Batch capture

Importing Assets into Adobe Premiere Pro

- Manage media in the Project panel
- Manage media in the Media Browser
- Overview of formats: video, audio, images
- Video, audio, image and graphic issues
- Using the Source panel
- Display and recall options

Adobe Premiere Pro Editing Basics

- Set In and Out points
- Overview of editing and sequences
- Add or remove audio/video tracks
- Create a first edit
- Basic video editing tools and markers
- Program and reference monitors
- Trim audio and video clips
- Work with the Ripple Edit tool and the Ripple Delete tool

- Three-point editing

Effects and Transitions

- Effects and Effect Controls panel
- Introduction to audio and video transitions
- Add, remove, and edit transitions
- Use the Razor tool and editing tools for transitions

Audio and Video Filters

- Basic video and audio enhancement filters
- Understanding video color correction
- Apply noise reduction for audio and video
- Basic color correction

Creating Titles

- Work with the Title window
- Titling tools: actions, properties
- Lettering styles
- Use titling templates
- Use keyframes

Add / Remove Keyframes

- Edit keyframes
- Audio tracks with the Audio Mixer panel
- Exporting

Exporting: Adobe Media Encoder

- Formats: QuickTime, H.264
- Windows Media: Adobe Encore
- Export settings for YouTube, Vimeo, Apple TV and portable media players
- Export to SD DVD or Blu-Ray

Conclusion of the Premiere Pro Training

WordPress Training | Online

Introduction to the [WordPress training](#)

Presentation of the training program

Setting up the tools for WordPress training

Installation and basic configuration

What is a Content Management System (CMS)?

WordPress vocabulary (post, page, widget, theme, plugin, etc.)

History of WordPress

Registering a domain name.

Finding a host for your site.

Downloading WordPress

Installing WordPress

Configuring WordPress

Dashboard

Create and organize content

Create posts

Display posts on the homepage

Create categories

Create menus

Practical workshop: *create posts, menus and display them on the site*

Managing media

Image formats (PNG, GIF, JPEG).

Manage media

Insert images

Insert video

Site administration

Users, groups, and permissions

Content access rights

Manage users

Manage site appearance

Theme concept

Install themes

Set up the theme

Customize theme appearance

WordPress Extensions

Define a plugin

Configure a plugin

Where to find WordPress extensions

Download/install extensions

SEO in WordPress

Definition of SEO

Basics of natural SEO

WordPress SEO plugins

Recommended after this training:

[WordPress Training: Creating a theme and SEO](#)

[WooCommerce Training](#)

Advanced WordPress Training:

[WordPress Plugin Development Training](#)

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

Figma UX/UI Course – Build Smart & Responsive Web Prototypes

Learning Objectives – Figma UI/UX Design

- Learn how to structure a web interface using modern UX principles
- Design a consistent, professional UI based on a client brief
- Master Figma to create, organize, and reuse design components
- Prototype interactive interfaces with realistic transitions and user behaviors
- Facilitate smooth collaboration with developers through well-prepared mockups

Module 1 – Introduction to UX/UI and Figma

- Understand the essential roles of UX and UI in interface design
- Apply best practices in layout structure and usability
- Get started with Figma: interface, pages, layers, and frames
- Organize a Figma project using grids, constraints, and responsive design principles

Module 2 – Designing Web Interfaces with Figma

- Create reusable UI components (buttons, cards, menus)
- Use advanced features like variants and auto-layout
- Define consistent visual styles: colors, typography, effects
- Import visual assets such as logos, images, and icons

Workshop 1: Build a Component Library – *Create a simple, reusable, and consistent Design System*

Module 3 – Interactive Prototyping in Figma

- Add dynamic interactions: clicks, transitions, animations
- Create simulated navigation with scrolling and internal linking
- Integrate forms and user behaviors into your designs
- Preview and test the prototype as if it were a real website

Workshop 2: Build an Interactive Prototype – *Design a smooth and engaging user journey*

Module 4 – Collaboration & Delivery

- Collaborate effectively in Figma using comments, sharing, and version control
- Use Dev Mode to inspect layouts, generate CSS, and access specs for developers
- Prepare and export a polished mockup for client delivery or presentation
- Explore complementary tools like FigJam and essential Figma plug-ins

Workshop 3: Prepare a Client Presentation – *Structure and present a professional Figma file*

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

Adobe Acrobat Pro Training: Creating and Managing PDF Documents

Introduction to the [Adobe Acrobat Pro Training](#)

- Explore the Adobe Acrobat Pro interface and customize your workspace for greater efficiency
- Master navigation through documents using panels, navigation tools, and display options

Creating a PDF File with Adobe Acrobat Pro

- Create a PDF from any compatible software
- Merge multiple files into a single PDF document
- Convert text or images into professional-quality PDF files
- Transform a web page into an interactive PDF document
- Create a PDF directly from clipboard content
- Export PDF content (text or image) into other formats such as RTF or image

Editing PDF Content

- Edit text and replace images directly in a PDF
- Reposition, resize, or delete graphic elements

Creating Smooth and Interactive Navigation

- Use thumbnails to facilitate access to pages

- Create bookmarks, internal and external links
- Structure the document with intuitive navigation buttons

Advanced Features in Adobe Acrobat Pro

- Insert images, videos, and sounds into a PDF
- Create an interactive table of contents
- Optimize files for print or web output
- Search within a document or compare multiple versions
- Extract, convert, or reuse elements such as text and images
- Attach other files or create interactive presentations

Advanced Page Management

- Crop, rotate, or renumber pages
- Insert, delete, move, or replace pages within a document
- Add visual elements: headers, footers, watermarks, and backgrounds

Document Security and Protection

- Use redaction to permanently remove sensitive information
- Apply restrictions on reading, editing, or printing
- Set different levels of password protection based on your needs

Corporate Training

If there is one field that is constantly evolving, it's information technology. To stay on top of the latest trends, today's companies must invest in staff training. And when companies seek IT training, they turn to Doussou Formation. Doussou Formation offers more than 101 training titles ready for you.

- Our team consists of 15 experts in their respective fields.
- We prioritize small groups (maximum of five learners) to maximize personalization, retention, and hands-on practice.
- 97% of our clients are satisfied with our training programs.

Our trainers come to your company, which allows you to:

- Avoid productivity loss due to employee travel.
- Work directly with your equipment and software to maximize knowledge transfer.
- Incorporate your internal context and tailor the training to your realities.
- Share confidential information among colleagues without concern.
- Build even stronger team spirit.

– Companies such as TC Transcontinental, Vidéotron, Bell Media, Desjardins, and National Bank, to name a few, have placed their trust in us.

Steps for Corporate Training:

- Identification of training needs.
- Profiling of learners to better understand their expertise level on the topic.
- Development of a customized training plan.
- Integration of relevant examples from the company's industry.
- Development of training and support materials.
- Selection of the most suitable trainer based on objectives and industry.
- Training delivery.
- Participant evaluation of the session.
- Training feedback, and
- Personalized coaching as needed.

Our Information Technology (IT) Training Courses:

- Design Training (Photoshop, Illustrator, InDesign, InCopy);
- 3D Programming (Rhino 3D);
- Programming (Python, Java, C#, PHP);
- Website Creation (HTML, CSS, Angular, ReactJS, WordPress);
- Office 365: Outlook, Word, PowerPoint, Excel, Access, OneNote, OneDrive, Power BI, Flow, Forms, Stream, Teams, Yammer, SharePoint, Planner, Skype;
- Project Management;
- – and many more

Our Human Capital Training Courses:

- Training: Managing a Difficult Employee;
- Training: Conflict Management in the Workplace;
- Professional Efficiency: Managing Your Time and Priorities

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Personal Data Protection Policy

1. Introduction

Doussou Formation is committed to protecting the personal data of its clients, employees, and other stakeholders. This personal data management policy explains how we collect, use, store, and protect such information.

2. Collection of Personal Data

We collect personal data only as part of our legitimate business activities and in compliance with applicable laws. The information collected may include, but is not limited to:

- First and last name, and contact information
- Email address
- Phone number

3. Use of Personal Data

Personal data is used for the following purposes:

- Provision of our products and services
- Communication with our clients
- Responding to inquiries
- Improving our products and services
- Marketing and promotions, with the prior consent of the data subject

4. Retention of Personal Data

We retain personal data only for as long as necessary to fulfill the purposes for which it was collected, in accordance with applicable laws. Once this data is no longer needed, it is securely deleted or anonymized.

5. Security of Personal Data

We implement appropriate security measures to protect personal data against unauthorized access, disclosure, alteration, or destruction. These measures include access management, password protection, encryption, and staff training.

6. Sharing of Personal Data

Personal data is only shared with third parties when necessary to provide our products and services, or when required by law. We require our partners to uphold the same standards of data protection as we do.

7. Rights of Data Subjects

Individuals whose personal data is collected have certain rights, such as the right to access, rectify, delete, object to processing, restrict processing, and request data portability. To exercise these rights, please contact us at [email address or contact phone number].

8. Updates to the Personal Data Protection Policy

We may update this policy periodically to reflect changes in our data collection and management practices. Updated versions will be published on our website.

9. Contact

For any questions or concerns regarding our personal data protection policy, please contact us at info@doussou-formation.com.