

IT Training Course Descriptions

Network Security Practices: In this Network security training course, you gain the knowledge to analyze and assess network risks. You will learn how to safeguard yourself from vulnerabilities in operating systems, and reduce your exposure at work and home to on-line dangers.

Introduction to Office 365: Learn how to be more productive with in-depth **Microsoft Office 365** training. You'll benefit from improving your skills with the entire Microsoft Office Suite. Want to do your job more effectively? Explore training on Excel, OneNote, PowerPoint, Lync, SharePoint, and more. Get practical tips that will help you be more efficient at your desk.

Introduction to Windows 10: This course is intended for computer users who want to use the basic tools and features of Windows 10.

Excel Pivot Table Training: Excel's PivotTable feature is an incredibly powerful tool that makes it easy to tabulate and summarize data in your spreadsheets, particularly if your data changes a lot. If you are finding yourself writing lots of formulas to summarize data in Excel (using functions such as SUMIF and COUNTIF) then PivotTables can save you a lot of time and work and give you insights into your data that are otherwise too hard to discover.

Excel Ribbon Bar: The Ribbon is the display you see at the top of the Microsoft Excel window. It is your primary interface with Excel. It allows you to access most of the commands available to you in Excel. The Ribbon is composed of three parts: Tabs, Groups and Commands. In this session, you will learn about all three.

Excel Charts: picture is worth a thousand words! In Excel, such picture is a chart. An Excel chart is what makes the data in your spreadsheet useful and powerful. An Excel chart presents data in such a way that clarifies everything and drives the point home. When you are comfortable with Excel charts, you are comfortable with Excel data. This session is designed not only to inform, show, and tell but also to help you quickly develop powerful skills in Excel charts.

Merging Excel Spreadsheets: To summarize and report results from separate worksheets, you can consolidate data from each into a master worksheet. The worksheets can be in the same workbook as the master worksheet or in other.

workbooks. When you consolidate data, you are assembling data so that you can more easily update and aggregate as needed.

Excel Filtering: This is an overview of filters and how to apply them to your data. We will share some advantages of using Excel Tables for filtering data, and show navigation shortcuts to help find filtered columns.

Microsoft One Note Training: Microsoft OneNote lets you create and store notes in a convenient location, enabling you to find and use them simply. The organizational power of OneNote is essential to maintaining productivity. The Microsoft OneNote course will cover: how to create a simple notebook, how to create notes, how to organize content and search for information in a OneNote notebook, integration of OneNote with other applications, using OneNote to share notes with other people.

Microsoft One Drive for Business Training: Learn how to use Microsoft's OneDrive for Business cloud storage service. In this class, learn how to make the most of OneDrive, from uploading files for viewing, storage, creating documents and sharing documents with coworkers.

Microsoft Teams – Introduction: MS Teams was created so a group of co-workers could join to consolidated information for one project. No matter if the project is big or small, Teams can be used by all. You will learn how join/create a Team. Create channels to communicate, along with conversation Messaging. Learn how to share files in your Teams chat room, and even make calls from a chat.