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JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Level 100: Microsoft Office 365 Integration and Teamwork

Online or On-site, classroom training - 8 hours, \$225

Everyone receives a workbook with live training

Office 365

Sign-in, understanding different account types, overview of apps and what the apps accomplish

Outlook

Filters and find, adding signature, out of office auto reply, create folders, connect to OneDrive, calendars, groups, meetings, contacts in People app

OneDrive for Business

Unshared documents, saving documents, sharing documents, sync on computer, upload and download files, organize folders

SharePoint

Sharing documents, calendar, discussion boards, add apps, shared settings, working concurrently with coworkers

Teams

Create new team, add members to team, channels, audio and video chat, share files, share screen, install Apps, At Mention

OneNote

Create and delete notebooks, pages, tables, formatting, adding pictures, audio and video, background graphics, tagging notes, export to PDF

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JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Level 200: Adobe Acrobat Pro DC PDF

Online or Laptops provided with on-site, classroom training - 8 hours, \$225

Everyone receives a workbook with live training

Why and how to use PDF

Recent documents

Find and Advanced Search

Convert Word, PowerPoint, Excel files into PDFs

Create PDF from Microsoft Office documents

Export to Word, Excel and PowerPoint

Print to PDF

Create multiple PDFs

Combine files and PDFs

Editing text in scanned documents

Hyperlinks to other pages in PDF and to websites Bookmarks to places in PDF

Making sticky notes

Highlight text

Inserting and editing pictures

Header and footer

Watermark

Compare two versions of a PDF to find differences Create, fill, sign and send forms

Share PDFs to view, review, sign and track changes

JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Level 1: **Fundamentals Microsoft Office** – Online or laptops are provided to use on-site

8 hours, \$225

Everyone receives a workbook with live training

Windows:

Navigating in Windows, making new folders and sub-folders

Using the File Explorer for shared and computer drives

Excel:

Create a basic spreadsheet

Make a chart to put in PowerPoint

Select, copy, paste

Save as a new file and as a PDF

PowerPoint:

Templates, putting charts into presentation

How to create a simple slide show

How to take, edit and save screenshots on your computer

How to share your presentation

How to present a PowerPoint show

Recognize file extensions

Insert text, pictures, tables, videos of production processes

Format backgrounds and styles

Change font size and titles

Transitions, Animations and Running a Slide Show

Word:

Search for documents on computer

Make a word document

Print

Format

Insert text, pictures, tables

Outlook:

New email message to multiple recipients

Open and add attachment

Setting and accepting meeting requests

Sort and categorize emails by sender and by date

Signature line

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JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Level 2: **Foundation Microsoft Excel** – Online or laptops are provided to use on-site

8 hours, \$225

Everyone receives a workbook with live training

Developing a Workbook

Menus

Save in PDF format

Password Protection

Insert rows and sheets

Rename and delete sheets

Moving and sheet colors

Borders

AutoFit columns

Navigate

Name box

Shortcuts

Zoom

Custom Header/Footer

Charts and Sparklines

Watermark for printing

Formulas

Autofill

Remove Duplicates

Quick Access Toolbar

Customize Ribbon Tabs

Customize status bar

Paste Special & Transpose

Number Formatting

Hide columns and rows

Print & Formatting

Page Layout and Margins

Comments

Hyperlinks

Custom cell styles

Freeze data

Split Frames

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Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Level 3: Microsoft Excel Pivot Tables, Pivot Charts and Macros

Online or laptops are provided to use on-site

8 hours, \$225

Everyone receives a workbook with live training

1) Charts:

Filter/Sort, make tables out of data

Column, Bar, Line, Waterfall, Gantt, Pareto, Scatter, Control Charts

Excel templates, chart templates, snapshot in time charts

Sparklines

3D Maps

Labels

Data callouts

KPI (Key Performance Indicators)

Forecast sheet

Goal seek

Scenario Manager

Password Protection

2) PivotTables and PivotCharts:

Tables: why to use, naming, formatting

PivotTables: KPIs, filling in headings, clearing filters, copying

Cube functions: pointing to other Pivot Tables

Sum, count, average, min, max of data in PivotTables

Pivot Charts

Slicers

Date Slider

3) Macros:

Developing a macro, macro enabled workbooks

Absolute vs Use Relative References in Macros

Macros to copy, paste, filter, sort, make charts

Macro shortcuts

Writing simple VBA code

Debugging VBA

Using macros in different Excel files

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Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Level 4: Advanced Formulas Microsoft Excel – Online or laptops are provided to use on-site

8 hours, \$225

Everyone receives a workbook with live training

Advanced shortcuts

Show formulas

Trace precedents and dependents

Evaluate formulas

Profit Margin formula

Custom number formats including hours, minutes and seconds

Autofill series

Data validation using formulas and error messages

Naming data and using in formulas

If and, not, iferror, averageifs, countifs, sumifs

Dsum, dcount, dcounta, dmin, dmax and daverage

Sumproduct

Formula errors

Nested formulas including if formulas with multiple outcomes

Date formulas including now, today, year, month, day

Calculating workdays between dates

Absolute, relative and mixed cell references

Advanced 3D referencing other files and sheets

Vlookup, Hlookup

Match, Index

Advanced Match to find every instance of a part number from a category or location Aggregate

Row

Goal Seek and Scenario Manager

Project Day Formulas

Watch Window

Round up or down

Conditional formatting based on other columns and criteria

Trim, Lower, Upper, Proper, Left, Search, Find, Right, Mid formulas

Spreadsheet compare

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JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Level 5: Statistical Analysis and Microsoft Excel – Online or laptops are provided to use on-site
8 hours, \$225

Everyone receives a workbook with live training

Anova (Analysis of Variance)

Line charts, chart shortcuts, formatting

F value

Pie Charts

Sum of Squares Between groups

Pareto chart

Sum of Squares Within groups

KPI (Key Performance Indicators)

Degrees of Freedom

Gantt chart

Null hypothesis

Control chart

Mean squares due to treatments

Scatter chart

Mean squares of errors

Variance formula

Covariance

Correlation

Descriptive Statistics

Exponential Smoothing

F-Test Two-Sample for Variances

Fourier Analysis

Histogram

Moving Average

Rank and Percentile

Regression

Sampling

t-Test Paired Two Sample for Means

t-Test: Two-Sample Assuming Equal Variances

t-Test: Two-Sample Assuming Unequal Variances

z-Test: Two Sample for Means

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Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Level 6: Microsoft Excel Data Analysis and Dashboards

Online or laptops are provided to use with on-site, classroom training

2 days (16 hours) \$500

Everyone receives a workbook with live training

Part 1 - Import data

Data analysis using Excel Pivot Tables with dashboards and slicers

Query SQL Server databases

Power Query to import individual Excel files from different folders

Importing Excel and CSV files and refreshing queries to automatically import data

Part 2 – Cleanse Data

Formatting, cleaning and transforming data to make it ready to analyze

Importing reports and combining columns

Using Excel tables and creating automatic and manual relationships

Making a calendar and other data tables and importing lists of business data

Part 3 – Model Data

Performance KPI Indicators for business activities

Create DAX (Data Analysis Expressions) calculated columns and measures

Analyzing 7-day, 10-day, 15-day, 30-day rolling averages in sales, inventory, labor hours, etc.

Analyzing year-to-year and month-to-month change in sales, expenses, labor hours, products, departments, vendors, customers, etc.

Analyzing month-to-date, quarter-to-date, and year-to-date sales, expenses, labor hours

Analyzing percentage change of market share year-over-year

Analyzing expansion of sales to new customers by units and dollar amounts

Analyzing repeat customer sales and periods where those customers had no sales Financial report authoring

Advanced business ratios and dynamic ranking

Part 4 – Visualize Data

Format Pivot Tables and Pivot Charts for reports

Slice and filter, group and summarize data using cube functions

Timelines, slicers and create measures in Pivot Tables

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Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Level 7: Microsoft Power BI Desktop and Power BI Services

Online or laptops are provided to use in on-site, classroom training

2 days (16 hours) \$600

Everyone receives a workbook with live training

Part 1 – Import Data

Import multiple Excel and CSV files from multiple years, locations and tables

Connect to and import ERP data

Connect to data in SQL Server Analysis Services (SSAS)

Import reports and pivot and unpivot data

Import data from PDFs

Part 2 - Transform, Cleanse, Format Data

Manually create tables

Create custom columns

Duplicate queries

Append queries

Merge queries

Refresh queries

Manage relationships in tables

Part 3 – Model Data

Administer business rules

Create calculated columns and measures using variable to make formulas understandable

DAX functions including sumx, averagex, sameperiodlastyear, datesytd, datesmtd, datesqtd, calculate, blank, path, lookupvalue, switch, filter, countrows, rankx, allselected, all...

Time, part and corporate hierarchies

Part 4 – Visualize Data

Make interactive dashboards containing charts, gauges and visuals

Set interactions between visuals

Insert text, images, titles, URLs

Drill down and up in visuals

Visualize data on maps

Power BI services: create workspaces, upload reports, upload dashboards, settings

Schedule auto refreshes of datasets

Export Power BI data into Excel

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Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Level 8: Tableau Prep and Tableau Desktop

Online or laptops are provided to use with on-site, classroom training

2 days (16 hours) \$800

Everyone receives a workbook with live training

Tableau Prep:

Workspace

Connecting to data

Workflow

Cleaning, Shaping and Combining data

Grouping data

Output to Tableau Desktop

Tableau Desktop:

Tableau Settings

Connecting to Excel, CSV, PDF and ERP data

Organizing data

Filtering data

Views

Measures

Cross tabs

Table calculations

Defining sets of subsets of data

Data and table calculations

Parameters

Data extracts

Comparing measures

Group data into categories and subcategories

Joins and union of data

Geocoding

Data distributions

Statistics

Forecasting

Column, bar, pie, scatter charts

Showing sales, expenses, inventory, on a world map

Heat maps

Tree maps

Dual-axis charts

Refreshing to import new data

Dashboards and stories to share visualizations

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JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Level 9: T-SQL Querying SQL Server Management Studio

Online or laptops provided with on-site, classroom training

3 days (24 hours), \$1,500

Everyone receives a workbook with live training

Setup – Day 1

Downloading and installing SQL Server Management Studio 2019, restoring a .bak file

Making new tables, query and joining multiple tables

Queries for finding parts of data such as characters

Create Transact-SQL SELECT FROM queries

INNER JOIN, LEFT, RIGHT, Self, FULL OUTER JOIN, CROSS JOIN, UNION, UNION ALL

DML (Data Manipulation Language) using OUTPUT, DDL (Data Definition Language)

Production – Day 2

EXCEPT INTERSECT, NULL, ISNULL, NULLIF, IS NULL THEN, COALESCE

CASE WHEN THEN, ELSE, END

WHERE clause, ORDER BY, HAVING, Sort and filter data, EXISTS

CRUD (Create Read Update Delete) INSERT, UPDATE, DELETE

Table and column aliases

Use subqueries and APPLY, CROSS APPLY, OUTER APPLY

GROUP BY, GROUP BY ROLLUP, GROUPING SETS, GROUP BY CUBE, PIVOT, UNPIVOT

Temporary tables and non-relational data

Query and output JSON data and XML data

Create databases using SQL

Programming - Day 3

Deterministic and non-deterministic functions, Windows, aggregate, date and time functions

SUM, AVG, PARTITION BY, ORDER BY, SELECT DISTINCT, ROW_NUMBER(), RANK()

ROWS BETWEEN __ PRECEDING AND __ FOLLOWING, DATEDIFF, LAG, LEAD, FIRST_VALUE,

LAST_VALUE CUME_DIST(), PERCENT_RANK(), DENSE_RANK, NTILE, OFFSET, FETCH, TOP, OVER

TRY CATCH, THROW, TRY_CAST, RAISERROR

Explanation and implementation of data types, VARCHAR, NVARCHAR, INT, FLOAT, REAL, CURSOR

Data type conversions CONVERT

Table-valued Functions, declare variables, control program flow, synonyms, BEGIN, COMMIT,

ROLLBACK Predicates: IN, EXISTS, BETWEEN, LIKE, ALL, ANY logicals: AND, OR, NOT

Transactions, looping, conditions, derived tables

Programming: create store procedures, user-defined functions, triggers and views, parameters

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JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Level 10: Machine Learning and Real-Time Streaming Analytics

Online or laptops are provided to use with on-site, classroom training - 2 days (16 hours) \$800

Everyone receives a workbook with live training

Advanced DAX in Excel and Power BI

Relationships in tables

Combining, appending, joining, unioning data

Advanced filtering of tables

T-SQL Data Analytics in SQL Server Management Studio

Data analysis functions in SQL Server

Enable Python and R in SQL Server

Python pyodbc to connect to SQL Server and running Python programs in SQL Server

M Power Query in Excel and Power BI

MDX and Edit M language

Import data from multiple websites at once and refresh

Python in SQL Server, Visual Studio, Power BI and Tableau

How to download Anaconda, Python, Notepad++

PyCharm, Jupyter Notebook and PyTorch

PowerShell to install Pandas, Matplotlib, Numpy, TensorFlow, Keras, pywin32

Python script to fill in Nulls with column Averages

Custom Python Visuals: violin charts, swarmplots, pairplots, scatterplots

Python predictive analysis

Make user interface buttons in Power BI reports. TabPy in Tableau

Machine learning using Python predictive analysis in Jupyter Notebooks to predict defects training the computer to analyze pictures and then test inputting attributes like temperature, weight, dimensions, to predict defects

R in SQL Server, Visual Studio, Visual Studio Code, R Studio, Power BI and Tableau

R statistical analysis of data

How to download R, find and present business statistics using R

RStudio, import and analyze data using R script, ggplot2

Custom R Visuals: dual y-axis chart, boxplot, jitter, histograms, world maps, 3D scatter, corrplot Logistic Regression

Azure Real-time Streaming Analytics of production data in charts using ASQL and Power BI

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JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Microsoft Teams Getting Started - Online or on-site, 4 hours, \$150
Everyone receives a workbook with live training

Explanation of Microsoft Teams
Accessing Teams
Teams Settings
Keyboard Shortcuts
Using the Calendar in Teams
How to Schedule and Edit a Meeting
How to Begin a Meeting
Meeting Settings Including Camera, Microphone, Share Screen, Video Blur, Hold, Record
Different Ways to Share Screen
The Best Way to Present PowerPoint in a Meeting
Make a New Team
Everyone in the Meeting on the Screen
Adding Members to a Team
Using and Creating Channels
Using and Starting Chat
Pinned and Pop-out Chat
Mention People's Names
Viewing Activity and History
Search in Teams
Adding Files to a Message and the File Tab
Marking Messages as Read and Unread
Creating a New File in Teams
Microsoft Lists to Organize Events, Requests and Assets
Introduction to Apps in Teams

Microsoft Teams Intermediate - Online or on-site, 4 hours, \$150

Advanced Meeting Settings
Microsoft Stream
Shortcuts
Commands - go to Channels, availability, mentions
Customize the Side Bar
Pinning Channels
Copy,Pasting, Reply to Messages
Send messages to multiple Channels at once
Outlook Calendar in Teams and Scheduling Assistant
Meeting Notes and Whiteboard
Notes – how to use the Team and Channel, business processes and instructions
Teams Settings: picture, member permissions, mentions, team code, fun stuff, tags Hidden
Teams, Teams Analytics
Upload, Edit, Open, and Download Files: Excel, Word, PowerPoint in Teams

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Microsoft Teams Advanced - Online or on-site, 4 hours, \$150

Everyone receives a workbook with live training

Channel Tabs and Notifications
Teams Mobile App and Settings
Notifications On and Off Detailed Settings
Share messages in Outlook and get email address of Channel
Immersive Reader of Messages
Sharing Files in Messages
Files Tab in the Side Bar
OneDrive: upload, sync, share
SharePoint: upload, sync, share
SharePoint Home Tab Team Site in a Channel
Channel email messages in SharePoint
SharePoint Teams Settings: moving files, rename, get link, make a tab
Open a Channel (Team Site) in SharePoint
Tab settings, Rename, Remove
Channel Connectors
Apps in specific Channels
Apps – Yammer, Planner, OneNote, Forms, Who, Weather, Places, Flow, PowerApps
List of Apps under Messages

Microsoft OneDrive – Online or on-site, 4 hours, \$150

Everyone receives a workbook with live training

Explanation of OneDrive
How to access your OneDrive
Add, Rename and Move Files and Folders
Storage Options
Make New Documents
Sync Documents to and from your Computer
Shared and Private Files, Folders and Links
Delete Files
Recover Files from Recycle Bin
Discover relevant items
Recent Files
Shared Libraries
Sort and Preview Files and Details
Search and Filters Files and Folders
Activity
Send a OneDrive File in Outlook Email
Notifications
OneDrive Settings
OneDrive App

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SharePoint - Online or on-site, 4 hours, \$150
Everyone receives a workbook with live training

Explanation of SharePoint
SharePoint Portal
Quick Launch – edit, move, add, remove
Create Sites, moving sites, linking sites, subsites
Share items with team members
Site Navigation and Search box
Site Contents
Recycle Bin
News Post - Make, Edit, Comments
Make Document Libraries and Folders
Make, Share, Edit and Delete Documents
Upload Files and Folders
Sync Folders
Make and Manage Alerts
Views, Filters, Details
Group Calendar – see who is available or unavailable Groups in Outlook
Collaborating in Files
Document Version Control
Lists and Quick Edit
Make and Edit Pages
SharePoint Teams in Microsoft Teams
Versioning Settings

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JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Project Management Professional (PMP) Exam Preparation Workshop

Online or on-site, classroom training - 5 days \$1,700

Everyone receives a workbook with live training

Day 1 Initiating

What is Project Management?

Understanding the customer

How to assess a project

How to identify deliverables based on business requirements

Analysis of who your stakeholders' are and team members

Identify high level risks, assumptions and constraints

Develop a project charter and get agreement from stakeholders

Submit the project charter for approval

Conduct benefit analysis with stakeholders

Inform stakeholders of approved project charter of deliverables, milestones, roles and responsibilities

Tools: Data analysis, cost benefit analysis, project charter, cost estimating, strategic management

Day 2 Planning

Review and assess detailed project requirements, constraints, and assumptions with stakeholders

Develop a scope management plan

Develop a cost management plan

Develop the project schedule

Develop the human resource management plan

Develop the communications management plan

Develop the procurement management plan

Develop the quality management plan

Develop the change management plan

Develop a risk management plan

Present the project management plan to the relevant stakeholders

Conduct kick-off meeting, communicating the start of the project and key milestones

Develop the stakeholder management plan

Tools: Management and communication planning, lean and agile principles, procurement planning, scope management, time management tools, workflow diagrams, regulatory and environmental impact assessments

Day 3 Executing

Acquire and manage project resources

Manage task execution based on the project management plan

Implement the quality management plan

Implement approved changes and corrective actions

Implement approved actions by following the risk management plan

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Manage the flow of information by following the communications plan

Maintain stakeholder relationships by following the stakeholder management plan

Tools: Continuous improvement processes, contract management, elements of a statement of work, project budget, quality standards, vendor management

Day 4 Monitoring and Controlling

Measure project performance using analysis tools

Manage changes to the project by following the change management plan

Verify project deliverables conform to the quality standards in quality management plan

Monitor and assess risk

Review the issue log

Compose, analyze, and manage lessons learned

Monitor procurement activities

Tools: performance measurement, process analysis, project control, project finance

Day 5: Closing

Obtain final acceptance of the project deliverables from relevant stakeholders

Transfer the ownership of deliverables to the assigned stakeholders

Obtain financial, legal, and administrative closure

Prepare and share the final project report

Organize lessons learned that were documented throughout the project

Archive project documents and materials

Obtain feedback from relevant stakeholders

Tools: archiving practices, compliance, contract closure requirements, close-out procedures, feedback techniques, performance measurement techniques, project review, transition planning

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JN Training

Jeremy Nathan

Phone: 865-282-1895

Email: jnathan@jncomputertraining.com

Website: www.jncomputertraining.com

Microsoft Outlook Workshop – Online or on-site - 8 hours \$225

Everyone receives a workbook with live training

Outlook Shortcuts

Understanding Outlook Menus

Quick Access Menu

Office Theme

Expand Toolbar

Select multiple emails at once

Make a calendar entry from an email

Detailed Search

Delivery and Read Receipts

Download and Save Email

Add People, Contacts, Groups

Filter Emails – Unread, Newest, Oldest

Making Folders and Rules

Calendar – Appointments, Meetings, Teams, Custom Calendars

Notifications and Customization

Detailed Custom Categories

Send Automatic Emails

Out Of Office Auto Reply

Contacts, Address Book and Group Email

Multiple Email Signatures and Business Cards

Add Reminders

Format

Find, Replace, Thesaurus, Search for Commands

Save Draft

Add Attachment

Make Tables

Important Email – Flag

Save Draft of Emails

Retention Rates for Emails

Share Calendars

Change Reply-to

Search Folders

Quick Steps

Email Templates

Email Macros

JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

PowerPoint Workshop Online or on-site - 8 hours \$225

Everyone receives a workbook with live training

How to plan a professional presentation

What's in the PowerPoint ribbon

Keyboard shortcuts

Templates and Themes

Speaker notes and comments

Adding, duplicating and moving slides

Change font size and titles

Designing slides, backgrounds and styles

Slide, text, paragraph formatting

Bullet points

Insert text, shapes, pictures, tables, audio and videos of production processes

Modify slide masters and layouts

How to take, edit and save screenshots and screen recordings

Text Boxes

Insert hyperlinks

Page Numbers

Header and Footer

The best way to put charts in PowerPoint

How to share your presentation

Transitions, Animations and Running a Slide Show, presenter's view

Annotations during a presentation

How to present a PowerPoint show

Recognize file extensions

Record a presentation as a video

Make presentation a PDF, printing, packaging and sharing

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JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Microsoft Sway Workshop – Online or on-site - 8 hours \$225

Everyone receives a workbook with live training

Explanation of Sway

Creating a Professional Presentation

Sway Templates

Business Storyline

Grouping and Stacking Cards

Search and Insert Images and Videos

Insert Hyperlinks

Formatting

Focus Points

Importing PowerPoint, Word, PDF Files

Invite Others to View or Edit

Pin Sway

Sway Analytics

Putting Sway in Microsoft Teams

Delete and Restore a Sway Presentation

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JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Adobe Spark Workshop – Online or on-site - 8 hours \$225

Everyone receives a workbook with live training

Make Advertisements, Stories, Posts, Pages, Presentations and Slideshows

Start From and Search Templates

Make a Title Page and Subtitle

Add Photos, Text, Buttons, Video, Photo Grid, Glide show and Split Layouts

Create Templates, Brands and Themes

Upload Logos, Choose Company Color and Font

Create Libraries and Save Pictures and Art

Organize and Share Projects

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JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Microsoft Windows File Explorer Workshop - Online or on-site - 8 hours \$225

Everyone receives a workbook with live training

Shortcuts, Shortcuts, and More Shortcuts

Create Your Own Shortcuts

Start Menu File Explorer

Searching Documents Made Easy

Duplicate File Explorer

Going to File Locations With Ease

Organizing Windows like a Breeze

Copying and moving files

Making New Files Like a Pro

Renaming Files

View Details, Icons, Sort, Filter

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JN Training

Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Web Browser Workshop (Edge, Chrome and Firefox) - Online or on-site - 8 hours \$225

Everyone receives a workbook with live training

Access Business Apps

Keyboard and Mouse Shortcuts

Duplicate Tabs

Open Tabs in New Tab and Window

Set Home Page

Access Home Page

Search Page

Search from URL

Bookmark Page

Access Bookmarks

Manage Bookmarks

View PDF files in Browser

Manage Profile

Browse History

Print from Browser

Downloading and Finding Files

Settings and Options

Make Desktop Shortcuts

Privacy and Security

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865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Microsoft Power Apps Workshop – Online or on-site - 8 hours \$225

Everyone receives a workbook with live training

Explanation of Power Apps

Send Automatic Emails for Approval

Make a new Canvas App

Make App from Excel Data

Upload Pictures, Audio and Video

Preview App

Test App

Check for Errors

See Other Versions of App and Make Notes

Publish and Share App to Mobile and Desktop Devices

Make New Connections of Data Sources

Connect to OneDrive Data

Import SQL Server Data into App

Edit App in PowerApps Studio

Change App Name

Create Variable

Functions

The Common Data Source

Create an Entity

Power Apps in SharePoint

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Jeremy Nathan

865-282-1895

jnathan@jncomputertraining.com

www.jncomputertraining.com

Dropbox Workshop Outline – Online or on-site - 8 Hours \$225

Everyone receives a workbook with live training

Explanation of Dropbox

How to access Dropbox

How to get the Dropbox desktop app

Where Dropbox is on Computer

Download Dropbox mobile app

Create Folders

Add Files to Dropbox

Share Files and Folders

Comment on Files and At Mention People

Add Dropbox Save Feature to Microsoft Office

Sync Files

Download Files

Version History and Restore Files

Dropbox Preferences

Backup Files

Notifications

Dropbox Paper

File Requests

Exit Dropbox app

Mirror Files Between Two Computers

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JN Training
Jeremy Nathan
865-282-1895
jnathan@jncomputertraining.com
www.jncomputertraining.com

Cybersecurity Basics - Online or on-site - 8 hours, \$225

Everyone receives a workbook with live training

Passwords

Two Factor Authentication Understanding of Phishing and Whaling

Spam

Junk

Block URLs

Fishy URLs in From Email

Emails Mimicking Your Contacts

Poorly Written Emails

Email that ask for Update of Info or Money Fishy Attachments

Reporting Phishing Emails

Web Browsing

Safe Web Browsing

Privacy Settings and Cookies

Pop-ups

Downloads

Social Media

Working Remotely

Safe Wi-Fi Environments

Location Features

Third Party Apps

Keep Your Devices Up To Date

JN Training

865-282-1895

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Introduction to Six Sigma for Process Improvement

8 Hours, \$225 Online or on-site training

Everyone receives a workbook with live training

1) Define

How to pick a project for improvement

Defining the problem and scope

High level flow diagram of the process

How to assemble a team

Develop a communication plan and identify all stakeholders in the process

Develop a project authorization request (project charter)

2) Measure

Reason for Measure Phase

What to measure

Validate the reliability of your measurement tools

Identify critical risk factors for processes

Learn how to calculate your current process capability

Measure any other factors that relate to your process

3) Analyze

Test alternative process parameters

Use relevant statistics to analyze data

Determine most likely changes that will result in improvement

Communicate with stakeholders

Test the chosen improvement scenario

Develop hypothesis statement

4) Improve

Training relevant employees on the changes

Implement your chosen process changes

Update process documentation

Evaluate statistically documentation of the improvements

Validate the gains of the improvement change

5) Control

Ensure changes are implemented that make a positive impact

Ensure downstream departments are committed to the new process

Develop an on-going data collection process to ensure changes remain effective

Communicate process changes and financial impacts with all stakeholders

Close the project to plan the next one

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1) LEADERSHIP

8 hours, \$450

- Management
- Supervision
- Vision
- Influence
- Inspiration

Learning Objectives

1. Learn the history of how leadership styles are developed and cultivated.
2. Debunk misconceptions about personality types and communication styles.
3. Identify the true differences between Introverts and Extroverts.
4. Avoid disconnects between those focused on facts vs feelings.
5. Recognize each style's strengths and weaknesses.
6. Adapt to key people by modifying your approach to appeal to their style.

2) COMMUNICATION

8 hours, \$450

- Listening
- Negotiating
- Team-Building
- Rapport
- Trust

1. Learn the four dynamics of communication.
2. Understand the three components of effective listening.
3. Avoid six mistakes of questions that can result in error.
4. Understand the significance of body language, voice and context.
5. Build rapport and establish clarity through listening.
6. Improve your overall listening by at least 30%.

3) CONFLICT RESOLUTION

8 hours, \$450

- Corrections
- Accountability
- Problem Solving
- Reduce Defensiveness
- Adaptions

1. Find alternatives to words that can increase defensiveness.
2. Increase awareness of significances in facial expressions.
3. Control conversations using one of five types of responses.
4. Speak with validity by separate statements of Fact vs Feeling.
5. Correct others with clarity and establish accountability.
6. Inspire positive behavioral change.

4) PRESENTATIONS

8 hours, \$450

- Public Speaking
- Interviewing
- Updating
- Networking
- Sales Pitches

1. Demonstrate poise and professionalism in your speaking.
2. Establish purpose and increase message clarity.
3. Develop and maintain presentation confidence.
4. Adapt to one of the four audience styles to increase rapport.
5. Increase and maintain audience engagement.
6. Learn preparation techniques that will promote presentation excellence.

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Google Sheets

Online or On-site, classroom training - 8 hours, \$225
Everyone receives a workbook with live training

What are Google Sheets?
Make a New Spreadsheet
Spreadsheet Templates
Recent Sheets
Renaming and Copying a Spreadsheet
All Keyboard Shortcuts
Editing a Spreadsheet
Copy, Paste, Format and Highlight
Insert and Move Rows and Columns
Add, Reorder, Hide and Show Sheets
Freezing Rows and Columns
Conditional Formatting
Sorting and Filtering
Formulas – Sum, Average, Min, Max
Formulas – Count Number, All, Unique, Blank, Ifs
Import Google Sheets, Excel and CSV Files
Make Charts
Printing a Spreadsheet
Share a Spreadsheet With Team Members
Tracking Changes and Revisions

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Advanced Power BI

Online or On-site, classroom training - 2 days (16 hours) \$600

Everyone receives a workbook with live training

Merge Queries with Different Kinds of Joins (Inner, Left, Right, Full, Outer)

Advanced Data Transforming

Group By Columns, Custom Columns from Example

Copy Queries and Paste into another PBI file

From Folder – Combine and Transform

Extract Data – Length, Range and Delimiter

Trim, Clean and Replace Errors

Product Hierarchies

Placing Comments in DAX Measures and M Language

FIRSTNONBLANK, ENDOFMONTH, DATESINPERIOD, SWITCH, COALESCE, REMOVEFILTERS, KEEPFILTERS, VALUES, DISTINCT, SELECTEDVALUE, ALLEXCEPT, ADDCOLUMNS, SUMMARIZE, GENERATESERIES, RELATED, RELATEDTABLE, USERELATIONSHIPS, CROSSFILTER, TREATAS

Variables in Measures

Page Filters

Matrix, KPI, Chiclet Visuals

Advanced Filtering of Tables

MDX and Edit M Language from Blank Queries

Pivot, Reference, Group Reports, Parameters, Functions, Lists, Records

Custom Functions and Invoke Functions

Performance Analyzer

Mobile Layout

Using the Same Font in Every Power BI File

Power BI Options and Settings

Save and Import Themes

KPI coloring by changing font, fill, symbols

Refreshing of Data

Power BI Services

Python Visuals: violin charts, swarmplots, pairplots, scatterplots

Python script to fill in nulls with column averages for advanced analysis

R Visuals: boxplot, jitter, histograms, 3D scatter, corrplot logistic regression