



CYPRESS SYSTEMS
NETWORK SECURITY SUPPORT

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Software can be an expensive proposition for any business. For the software to deliver on its value your end users must develop the skills and knowledge on how to use it effectively. Your user's adoption is critical to a successful software implementation and its on-going use.

With this in mind, effective education and training become a critical component of any software deployment. Cypress Systems, Inc. provides training and education for multiple software suites and applications. We provide a comprehensive approach to your learning experience with instructor-led, onsite training sessions tailored to your users in their work environment.

Microsoft Office is the work horse of most of the modern business world. While most of use it on a daily basis there is always room for improvement. Our instructors can show you how to get the most out of Microsoft's popular productivity suites. Even if you're a power user there is always something to be learned. We offer group or individual training sessions.

Thanks from the Cypress Team

Microsoft Excel Introduction / Beginners Topics

Screen Layout and Excel Basics

- Ribbon
- Understanding Workbooks, Worksheets, Rows, Columns, cells
- Various selection techniques
- Understanding various Mouse shapes
- Tabs
- Groups
- Dialog Box Launchers
- Quick Access Toolbar (QAT)
- Customizing QAT
- Formula Bar Customization
- Live Preview
- Contextual tabs
- File Tab (Backstage View)
- Zoom Feature
- Page Layout View
- Full Screen View
- Access Keys (Shortcut keys)
- Saving, File types, File Compatibility (with earlier Versions)
- Getting Help
- Various selection techniques
- Pinning Recent Files

Entering, Selecting and Editing Data

- Entering , Editing and Deleting information in cells (Text, Date, and numbers)
- Entering Auto Lists
- Using Fill handle to create simple lists
- Creating custom lists
- Deleting Rows, Columns and Cells
- Inserting Rows, Columns and Cells
- Inserting , Deleting, Moving, Copying and Renaming Sheets
- Various Navigation Techniques using Scroll bar, Keyboards and Go To command
- Using the Paste Preview

Creating Formulas and Functions

- Concept
- Creating Formulas
- Editing Existing Formulas
- BODMAS: Mathematical Order
- Copying Formulas
- Understanding Relative Referencing

- Understanding Absolute Referencing
- Using the Auto sum Feature
- Common Basic Functions : SUM, MIN, MAX, AVERAGE, COUNT, COUNTA
- Using the Formulas Tab

Formatting Cells, Rows, Columns and Sheets

- Formatting Cells
- Number Formatting
- Date Formatting
- Text Formatting
- Cell Alignment And Orientation
- Wrap text
- Applying borders and shading
- Border drawing
- Clearing Formats
- Changing Column Widths
- Changing Row Heights
- Changing sheet Tab Colors
- Using Format Painter

Data Sort and Filter

- Sorting Data
- Auto Filter

Charts/Graphs

- Creating Simple Charts
- Editing Charts
- Formatting Charts

Printing

- Print Preview
- Page Orientation
- Adding Headers and Footers
- Printing A Selection
- Setting A Print Area
- Scaling
- Adjusting page breaks using Page Break Preview
- Repeating columns and rows
- Changing Margins
- Center On Page

Microsoft Excel Intermediate Topics

Recapping Basics

- Absolute, Relative References Basic calculations

Recap Linking

- Inserting and deleting sheets
- Changing the default number of workbook sheets

Naming Cell Ranges

- Concept And Purpose
- Naming Individual Cells
- Naming Range Of Cells
- Deleting And Amending Named Ranges
- Using Name Ranges in Formula/Functions
- Named Ranges As Navigation Aid

Linking Sheets and Files

- Changing the default number of workbook sheets
- 3D Calculations
- Linking sheets in the same file
- Linking different Excel files
- Using Edit, Links
- Viewing Different Files On One Screen
- Saving a workspace
- Window Split
- Freeze Panes
- Viewing Different Parts Of The Sheet On One Screen
- Watch Window

Conditional Functions

- Benefits And Purpose
- IF Statements
- Nested If
- SUMIF And SUMIFS
- AVERAGEIF And AVERAGEIFS
- COUNTIF and COUNTIFS
- ISERROR And IFERROR
- Nesting IF WITH AND, OR

Applying and Managing Conditional Formatting

- Data Bars
- Color Scales
- Icon Sets
- Top/Bottom

Basic Lookup Functions

- Vertical Lookup (Vlookup)
- Horizontal Lookup (Hlookup)

Essential List Management

- Sorting Data (By Values, By Cell Color, By Font Color, By Cell Icons)
- Multi Column Sort
- Filter (By Values, By Cell Color, By Font Color, By Cell Icons)
- Multi Column Filter
- Advanced Filter
- Adding Subtotals
- Freeze Panes
- Group and Outline
- Data Form
- Format As Table Feature
- Data Consolidation

Formula Auditing Formula View

- Tracing Precedents
- Tracing Dependents
- Using Watch Window
- Go To Special...

Charts/Graphs Advanced Techniques

- Creating Chart Using Shortcut Keys
- Saving Custom Chart as Templates
- Setting Chart as Default
- Applying Trendlines
- Formatting and Editing Series, Plot Area, Data Points Chart Area, legends, etc...
- Using Sparklines (Line, Column, Win/Loss)

Microsoft Excel Advanced Topics

Recap Functions

- If Statements
- Nested If
- And
- Or
- Not
- Combining If, And, Or, Not
- Sumif
- Vertical Lookup (Vlookup)
- Horizontal Lookup (Hlookup)

Lookup and Information Functions

- Match function
- Index Function
- ISTEXT, ISVALUE, ISDATE, ISNULL, ISERR, ISNA
- IFERROR
- Offset
- Advanced List Management
- Advanced Filter
- Database Functions: Dsum, Dmin, Dmax, Daverage, Dcount

Summarizing Data with Pivot Tables

- Inserting calculated fields
- Manipulating Fields
- Changing Value Field Settings
- Using Report Filter
- Grouping Data containing Dates and Numbers
- Formatting Pivot Table
- Showing and Hiding the Grand Totals
- Refreshing Data In Pivot Table
- Changing The Scope Of The Data source
- Summarizing Values by Sum, Count, Average, Max, and Product
- Show Values As % of Grand Total, % of Column Total, % of Row Total
- Pivot Table Options
- Using Slicers for Effective Filtering
- Pivot Chart

General Analysis Tools

- Scenarios
- Custom Views
- Goal Seek
- Solver
- Data Tables
- One Input
- Two Input

Protecting and Sharing

- Sharing a file
- Tracking changes
- Accepting or rejecting changes
- Applying Data validation rules
- Inserting comments
- Protecting cells, sheets, files
- Password protecting a file
- Password protecting a cell range

Introduction to Macros

- Displaying the Developer Tab
- Review And Purpose Of Macros
- Where To Save Macros
- Absolute and relative record
- Running macros: Assigning to Quick Access Toolbar, shapes, Pictures and keyboard shortcuts

Templates

- Viewing Sample Templates
- Creating Custom Templates
- Opening And Editing Templates
- Setting Template Properties

Themes

- Applying Current Themes
- Creating Custom Themes