



Advanced Excel 2016

30 Hours

The objective of this class is to provide students with the knowledge to use *Intermediate to Advanced* features in Microsoft Excel 2016. Here is a list of just some of what trainees will learn:

- Advanced formatting techniques, templates, and advanced functions
- Sorting and filtering information in spreadsheets
- Create pivot tables and pivot chart reports,
- Create, consolidate and edit data, outlines, and macros
- Guide cell entry with data validation, and use scenarios to perform what-if analyses
- Track changes, create hyperlinks, use data from the internet and other sources, collaborate with workgroups, and integrate applications

Who Should Attend: Anyone who uses Excel on a regular basis and wants to better use the power of the program to automate functions and to produce more functional spreadsheets, charts, and reports.

Employee Training Institute instructor Victor Jadaon is also a faculty member at College of the Canyons, and he has been teaching for more than 25 years. In addition to teaching, Victor has also worked in industry. He has a Bachelor's degree in computer science and a Master's degree in educational technology. Victor also has a degree in Electrical Engineering. Victor teaches a variety of software applications in addition to web page design and operating systems.

Employment Training Panel (ETP) Cost: \$250.00 per employee*

Non-ETP COST: \$780.00

WHEN:

Tuesdays & Thursdays
4:00 p.m. to 6:30 p.m.
May 9 – June 22, 2017
(No class June 6th & June 8th)

WHERE:

College of the Canyons
Room TBA
26455 Rockwell Canyon Road
Santa Clarita

For more information or to register, please contact Jocey Hogan, ETI Program Coordinator at 661.362.5657 or jocey.hogan@canyons.edu

*For employees of eligible employers. Employees are not considered registered until all paperwork is received, a \$250 administration fee, per participant, has been paid to the Santa Clarita Community College District and the Employment Training Panel has determined eligibility. State subsidy is contingent upon the trainee completing all

the Employment Training panel requirements. Please contact the Employee Training Institute, 661.362.5657, for details on eligibility requirements.