



## **Microsoft Excel 2016 Intermediate-Advanced/32.5 Hrs.**

The objective of this class is to provide students with the knowledge to use *Intermediate to Advanced* features in Microsoft Excel 2016. In this class, students will learn to:

- Create and manage worksheets and workbooks
- Manage data cells and ranges
- Create tables
- Perform operations with formulas and functions
- Create charts and objects
- Manage workbook options and settings
- Apply custom data formats and layouts
- Create advanced formulas
- Create advanced charts and tables

**\*See Detailed Course Outline Below**

**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 has been teaching for more than 25 years. In addition, Victor has also worked in industry. He has a Bachelor's degree in Computer Science and a Master's degree in Educational Technology, as well as 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: \$350.00 per employee\***

***Non-ETP COST: \$1,130.00***

**WHEN:**

**Mondays & Thursdays  
4:00 p.m. to 6:30 p.m.  
October 30 – December 14, 2017  
(No class November 23)**

**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](mailto:jocey.hogan@canyons.edu)**

\*For employees of eligible employers. Employees are not considered registered until all paperwork is received, a \$350 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.

**Employee Training Institute at College of the Canyons**

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<http://www.canyonsecondev.org/eti>



# **Microsoft Excel 2016 Intermediate-Advanced/30 Hrs.**

## Create and manage worksheets and workbooks

- Create worksheets and workbooks
  - Create a workbook, import data from a delimited text file, add a worksheet to an existing workbook, copy and move a worksheet
- Format worksheets and workbooks
  - Change worksheet tab color, rename a worksheet, change worksheet order, modify page setup, insert and delete columns or rows, change workbook themes, adjust row height and column width, insert headers and footers

## Manage data cells and ranges

- Insert data in cells and ranges
  - Replace data; cut, copy or paste data; paste data by using special paste options; fill cells by using Auto Fill; insert and delete cells
- Summaries and organize data
  - Insert Sparkline's, outline data, insert subtotals, apply conditional formatting

## Create tables

- Create and manage tables
  - Create an Excel table from a cell range, convert a table to a cell range, add or remove table rows and columns
- Manage table styles and options
  - Apply styles to tables, configure table style options, insert total rows

## Perform operations with formulas and functions

- Summaries data by using functions
  - Insert references, perform calculations by using the SUM function, perform calculations by using MIN and MAX functions, perform calculations by using the COUNT function, perform calculations by using the AVERAGE function
- Perform conditional operations by using functions
  - Perform logical operations by using the IF function, perform logical operations by using the SUMIF function, perform logical operations by using the AVERAGEIF function, perform statistical operations by using the COUNTIF function

## Create charts and objects

- Create charts
  - Create a new chart, add additional data series, switch between rows and columns in source data, analyze data by using Quick Analysis
- Format graphic elements

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- Resize charts, add and modify chart elements, apply chart layouts and styles, move charts to a chart sheet

### Manage workbook options and settings

- Manage workbooks
  - Save a workbook as a template, copy macros between workbooks, reference data in another workbook, reference data by using structured references, enable macros in a workbook, display hidden ribbon tabs
  - Restrict editing, protect a worksheet, configure formula calculation options, protect workbook structure, manage workbook versions, encrypt a workbook with a password

### Apply custom data formats and layouts

- Apply advanced conditional formatting and filtering
  - Create custom conditional formatting rules, create conditional formatting rules that use formulas, manage conditional formatting rules

### Create advanced formulas

- Apply functions in formulas
  - Perform statistical operations by using SUMIFS, AVERAGEIFS and COUNTIFS functions
- Look up data by using functions
  - Look up data by using the VLOOKUP function, look up data by using the HLOOKUP function,
- Perform data analysis and business intelligence
  - Reference the date and time by using the NOW and TODAY functions. Consolidate data; perform what-if analysis by using Goal Seek

### Create advanced charts and tables

- Create advanced charts
  - Create dual-axis charts, save a chart as a template
- Create and manage PivotTables
  - Create PivotTables, modify field selections and options, create slicers, group PivotTable data, reference data in a PivotTable by using the GETPIVOTDATA function, add calculated fields, format data
- Create and manage PivotCharts
  - Create PivotCharts, manipulate options in existing PivotCharts, apply styles to PivotCharts, drill down into PivotChart details

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