



Microsoft Excel 2016 Intermediate-Advanced/40 Hrs.

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

- Apply and customize themes
- Create custom number formats
- Apply custom date formatting
- Create customized conditional formatting rules
- Create formulas using lookup functions
- Create and use cell styles
- Customize the page set up
- Create a calculated field
- Use Slicers and Timeline
- Perform date and time calculations
- Find and correct errors in formulas
- Manage data using a table
- Create financial functions and use What-If's
- Create Pivot Tables and Pivot Charts
- Create Sparklines
- Use time-saving keyboard shortcuts
- Create hyperlinks for navigation
- Develop Macros and much more

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 Jose Feliciano, Master CPIM Instructor, CSCP, BSME, MBA, PE has been teaching for more than 20 years in various colleges and universities and currently teaches Excel and Access 2016 as well as APICS Certification courses.

Employment Training Panel (ETP) Cost: \$350.00 per employee*

Non-ETP COST: \$1,390.00

WHEN:

**Saturdays
8:00 a.m. to 12:00 p.m.
March 2 – May 18, 2019
No class March 23 & April 20, 2019**

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 \$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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