

## **Microsoft Excel Intermediate - Advanced 32 Hrs**

### *Online, Instructor-Led, "Virtual Classroom" Via Zoom*

The objective of this class is to provide students with the knowledge to use *Intermediate to Advanced* features in Microsoft Excel.

#### **Training Topics Include:**

- Cell and Range Names
- Logical Functions
- Text Functions
- Lookup Functions
- Formula Errors
- Viewing and Managing Worksheets
- Tables
- Tracking Changes
- Data Validation
- Sharing Workbooks
- Protecting a Worksheet
- Saving as Web Pages
- Creating Pivot Tables
- Creating Pivot Charts
- Building a Microsoft Query
- Building Data Modeling
- Creating Rules in Conditional Formatting
- Creating 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 Alva Santiago** is a Microsoft Certified Master Trainer with 27 years of training experience. Her company, Workforce Computer Training, LLC has worked with many corporations to deliver training in Microsoft Excel, Access, Word, Outlook, PowerPoint, Project, Note, Visio and Power BI, as well as SharePoint and Cyber-Security. She is fluent in Spanish.

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

**Non-ETP COST: \$1,086.00**

#### **WHEN:**

**Tuesdays AND Thursdays  
March 28, 2023 – May 18, 2023  
5:00 pm to 7:00 pm**

#### **WHERE:**

**Online, Remote,  
"Virtual Classroom,"  
Via Zoom**

**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.