Beginner's Microsoft Excel   32 Hrs

This course will introduce you to the fundamental features and functionalities of excel, enabling you to increase work efficiency and effectiveness. You'll gain hands-on experience with the various components of Excel to increase your understanding and make your life at work easier.

Training Topics Include:

1. Introduction to Excel and Cell Pointers:
    a. How to open a workbook
    b. How to save a workbook
    c. Different types of Excel files
    d. Cell Properties and references
    e. Explanation of pointers and trace arrows
    f. Relative vs. absolute cell referencing
2. Toolbars and Quick Access:
    a. Home, Insert, Draw, Page Layout, Formulas, Data, Review, View, Help toolbars
    b. Customizing the Quick Access Toolbar
    c. Key keyboard shortcuts
3. Cell Properties and Formatting:
    a. Formatting cells (font, color, alignment)
    b. Applying borders and shading
    c. Inserting and deleting rows/columns
    d. Adjusting column width and row height
    e. Naming cells or ranges
    f. Freezing panes
    g. Hiding/unhiding rows and columns
    h. Cell merging and wrapping
4. Math Fundamentals in Excel:
    a. Basic functions (SUM, AVERAGE, MAX, MIN, COUNT)
    b. Order of operations (PEMDAS)
    c. Using some algebra in Excel
    d. Arithmetic operations (addition, subtraction, multiplication, division)
    e. Absolute and relative references
    f. Working with exponents
    g. Using parentheses in formulas
5. Filtering tables:
    a. Understanding filters vs. Autofilter
    b. Formatting/customizing Filters
    c. Filtering Tables of data
    d. Conditional formatting
6. Visualization Fundamentals:
    a. Creating/formatting basic charts (bar, line, pie)
    b. Inserting/formatting sparklines
    c. Data analysis tools

Training Topics (continued):

7. Excel Exporting and Printing:
    a. Print Preview
    b. Exporting Excel files (to PDF, CSV, other formats)
    c. Using Excel as a data source for other applications
    d. Sharing Excel workbooks

8. Security and Auditing:
    a. Securing workbooks (password protection)
    b. Locking cells
    c. Using the Formula Auditing tool
    d. Creating versions of workbooks
    e. Collaborating in teams/SharePoint
    f. Data validation and error checking

Learning Outcomes:

- Upon completion of this course, participants will be able to:
    - ❖ Confidently understand and utilize various cell properties for various beginner applications
    - ❖ Navigate through Excel efficiently and utilize basic functions effectively
    - ❖ Perform calculations and basic data analysis tasks using formulas and functions
    - ❖ Format and customize Excel sheets for improved readability and presentation
    - ❖ Analyze simple data and visualize trends using sorting, filtering, and charting techniques
    - ❖ Knowledge of workbook exporting capabilities, properties, and security

Who Should Attend: Working professionals with the desire to use Excel

Prerequisites: Basic understanding of how to navigate a computer, familiarity with basic arithmetic (e.g. average, addition, subtraction, etc.), and familiarity with order of operations (will be reviewed during class).

Employee Training Institute instructor Benjamin Smith is a seasoned Program Manager backed by a decade of experience in training and a career primarily focused on aerospace and manufacturing industries. He specializes in technical development of electrical and mechanical systems, production troubleshooting, and data management of key performance indicators in quality and microelectronic assembly. Benjamin brings a wealth of experience in improving employees' abilities in Excel, Word, Outlook, PowerPoint, MS Project, and Electronic Testing. Leveraging his teaching experience and industry background, Benjamin is always excited about introducing new approaches to simplifying complex concepts into easily digestible information.

Course Cost: $550

WHEN:
Thursdays
March 6, 2025 – April 24, 2025
5:00 pm to 9:00 pm

WHERE:
College of the Canyons
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.