Microsoft Excel Intermediate - Advanced 32 Hrs

The objective of this training is to provide the participants with the proper tools to streamline their tasks, as well as learn many useful business functions and commands.

Note: the new "Spill" functions may be integrated into this training contingent on the participants' Excel version being Microsoft 365.

Training Topics Include:

- Naming Cell and Cell Ranges
- Create Logical Functions
- Create Text Functions
- Create Lookup Functions
- Create Date Functions
- Create Database Functions
- Handling Errors
- Insert Data in Tables
- Create Data Validation Lists
- Tracking Changes
- Create Dynamic Filtering
- Create Pivot Tables
- Create PivotCharts
- Create Dynamic Dashboards
- Building Microsoft Query
- Building Data Modeling
- Intro to Power Query
- Create Rules in Conditional Formatting
- Create a Gantt Chart
- Create Macros
- Create User Defined Functions

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 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.

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

Non-ETP COST: $1,246.00

WHEN:

Wednesdays
February 11, 2026 – April 1, 2026
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 Client Relations Liaison 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.