SAN BERNARDINO
COMMUNITY COLLEGE
DISTRICT

ADVANCED MICROSOFT EXCEL

2-Day Zoom Training
Tuesdays, June 17 & 24, 2025
8:00 a.m. - 5:00 p.m.

"Taking Excel to the Next Level" is an empowering and comprehensive program that takes participants beyond the basics and equips them with advanced Excel skills. Through hands-on exercises, attendees will delve into complex functions, data validation, and error handling. They will learn how to create dynamic range names, utilize the power of Advanced Filters and Quick Analysis, and master the art of consolidating data from multiple workbooks. The class will cover various text functions, intersection range names, and provide insights into formula auditing and scenario management. Participants will also gain proficiency in working with form controls, creating custom views, and incorporating hyperlinks for enhanced worksheet navigation.

WHAT WILL TRAINEES LEARN?

✔ Four Real-Life Projects
✔ Ranges and Range Names
✔ Advanced Filter and Quick Analysis
✔ Creating Charts and Data Consolidation
✔ Complex Functions and Data Validation
✔ Rounding and Error Handling

✔ Boolean Formulas and Calculation Settings
✔ Text Functions and Intersection Range Names
✔ Formula Auditing and Scenario Manager
✔ Form Controls and Custom Views
✔ Hyperlinks and Quick Access Toolbar

HOW WILL THIS TRAINING BENEFIT YOUR COMPANY AND EMPLOYEES?

In this advanced Excel course, students will master essential skills through hands-on projects, covering key areas such as ranges, advanced filtering, complex functions, and data validation. They'll learn to optimize data accuracy, manage errors, and streamline calculations. Boolean formulas, text functions, formula auditing, and scenario management will enhance their data analysis and decision-making capabilities. Additionally, the course includes form controls, custom views, hyperlinks, and Quick Access Toolbar customization to boost interactivity and navigation. By course end, students will be equipped to handle complex data challenges confidently and efficiently.

Myke Munroe is a leading provider of specialized employer training programs focused on mastering Microsoft's Power Platform and other popular Microsoft tools. With over 15 years of experience in sales and community development, he delivers customized, interactive workshops that cater to the unique needs of each organization. Myke equips employers with advanced skills to leverage Microsoft technologies effectively, enhancing communication, productivity, and operational efficiency in the workplace. His training solutions are designed to transform business processes and drive success, ensuring organizations achieve their business objectives.