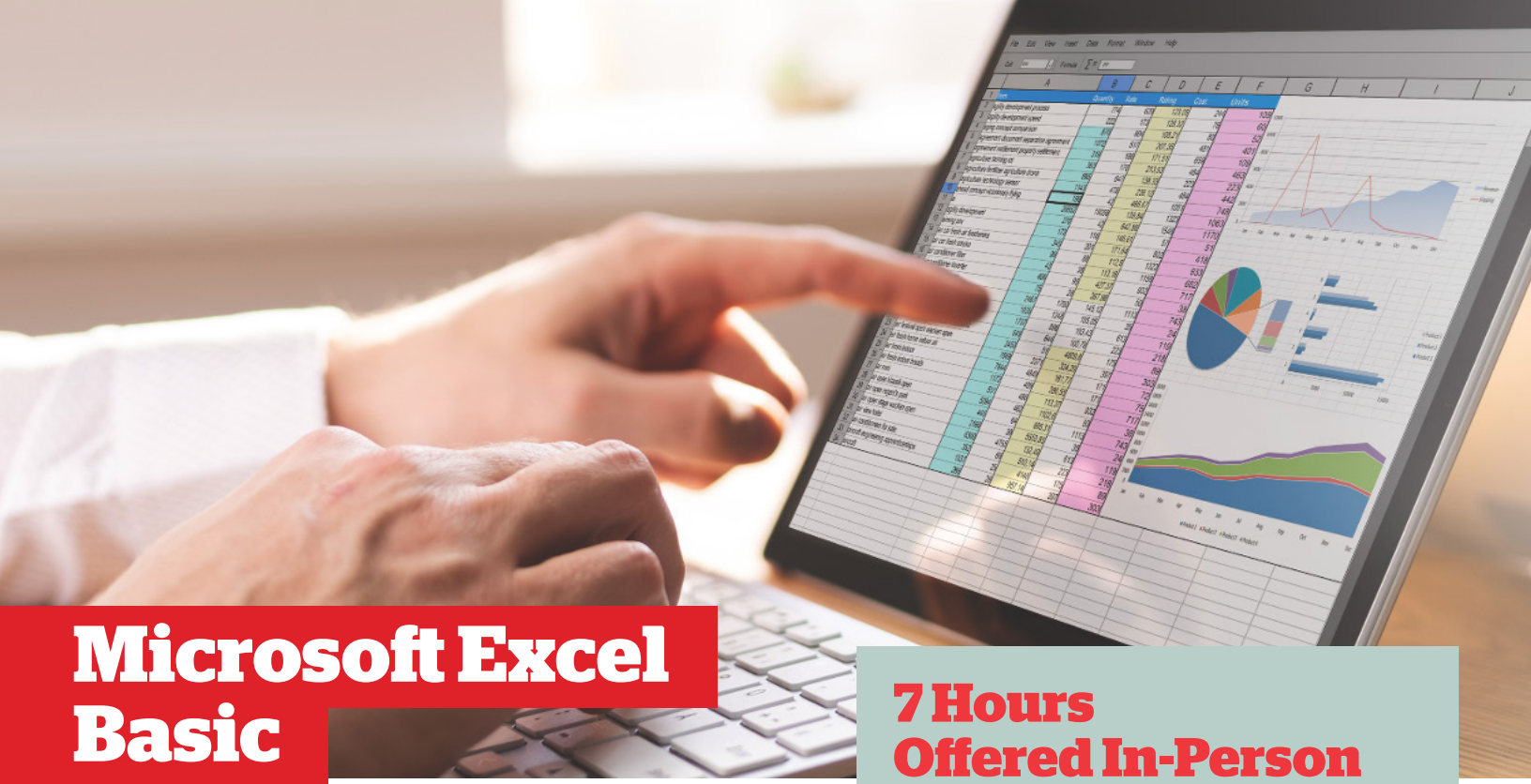




Microsoft Excel Basic

Course Overview \$161

Are you new to Microsoft 365 Excel? In today's working world, an understanding of Excel is a requirement of nearly all professionals from Administrators to Project Managers. This basic training will get you up to speed with Excel quickly. You will learn to create a new spreadsheet, use basic formulas and functions, and present your data with a professional look.

Our Basic Training Online Boot Camp will be instructor-led. Learn Excel in your own working space and don't sweat it!

Microsoft 365 Excel will be used - skills learned are transferable to other versions.

Approximately one week before the course starts you will receive a confirmation email that provides additional course details.

Textbook:

Course materials are provided.

7 Hours Offered In-Person

- 1
- 2026S CEMA 120 101
February 25 - 26, 2026
Wednesday & Thursday | 6:00pm - 9:30pm
Registration recommended by
Tuesday, February 17, 2026.
Prince George Campus

Please register before the recommended date as courses under-enrolled as of this date may be cancelled. Registrations after this date will be accepted if space is available.

Ready to Register?

Request for [Registration](#)
and/or [Sponsor an Employee Form](#)

FOR MORE INFORMATION:

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College of
New Caledonia