



# Microsoft Excel Basic

## Course Overview

**\$155\***

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.

\*Tuition is subject to applicable student fees and taxes.

## Ready to Register?

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

### FOR MORE INFORMATION:

P 250 561 5846

E [continuinged@cnc.bc.ca](mailto:continuinged@cnc.bc.ca)

[cnc.bc.ca/ce](http://cnc.bc.ca/ce)

## 7 Hours Offered Online Synchronous

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2027S CEMA 120 101

February 24 & 25, 2027

Wednesday & Thursday | 6:00pm - 9:30pm

Registration recommended by

Tuesday, February 16, 2027.

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.



College of  
New Caledonia