

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

cnc.bc.ca/ce

7 Hours Offered Online Synchronous

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2026F CEMA 120 101

September 23 & 24, 2026

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

Registration recommended by

Tuesday, September 15, 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.



College of
New Caledonia