

Microsoft 365 Getting Started Online Boot Camp

Course Overview

\$149

Looking for a Basic Computer Course?

If you can power on a computer, surf the web and save a file, then Getting Started may be the course for you. This course will teach you the foundations of MS 365, Microsoft's online office subscription platform. You will become familiar with the apps included in a business subscription including Word, Excel, Outlook, PowerPoint and more; and services such as file storage in OneDrive, and how to manage accounts, users, domains, and security settings.

Our Getting Started Online Boot Camp will be instructor-led over two evenings. Learn MS 365 from home and get your adventure started!

Microsoft 365 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.

Ready to Register?

[Request for Registration Online Form](#); or
[Request for Registration Fillable Form](#); 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 three times online

- 1 **2022F CEDV 110 101**
September 28 & 29, 2022
Wed & Thu | 6:00 pm - 9:30 pm
Registration recommended by
September 20, 2022
- 2 **2023S CEDV 110 101**
January 18 & 19, 2023
Wed & Thu | 6:00 pm - 9:30 pm
Registration recommended by
January 10, 2023
- 3 **2023S CEDV 110 102**
April 19 & 20 2023
Wed & Thu | 6:00 pm - 9:30 pm
Registration recommended by
April 11, 2023

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.

Did you know?

As long as you are enrolled in classes at CNC you will receive free access to MS Office 365 ProPlus.

