



# Microsoft Excel Essentials For The Workplace

## Course Overview

**\$120**

Gain the skills to track and manage data with Microsoft Excel. This essential course will provide you with the knowledge and understanding of basic Excel functions. Through hands-on learning, you will learn how to create and save files, navigate menu and toolbar items, manipulate various components of a spreadsheet, and automate data using formulas.

Students will receive a Letter of Successful Completion at the end of each course, recognizing their understanding and mastering of the course competencies.

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

Select sections of CEMA 120 course may be eligible for the future skills grant. Learn more about eligibility and how to apply for funding by visiting [cnc.bc.ca/futureskills](https://cnc.bc.ca/futureskills).

**7 hours  
offered in-person**

**1**

**2023F CEMA 120 101**

**October 24, 2023**

**Tues | 8:00 am - 4:00 pm**

Registration recommended by  
October 16, 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.

## Ready to Register?

Request for Registration Online Form; 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](https://cnc.bc.ca/ce)



School of Access  
& Continuing Education