

Microsoft 365 Excel Basic Training Online Boot Camp

Course Overview

\$149

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 over two evenings. 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.

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 four times online

- 1** 2022F CEMA 150 102
December 7 & 8, 2022
Wed & Thu | 6:00 pm - 9:30 pm
Registration recommended by
November 29, 2022
- 2** 2023S CEMA 150 101
February 22 & 23, 2023
Wed & Thu | 6:00 pm - 9:30 pm
Registration recommended by
February 14, 2023
- 3** 2023S CEMA 150 103
March 1 & 2, 2023
Wed & Thurs | 6:00 pm - 9:30 pm
Registration recommended by
February 22, 2023
- 4** 2023I CEMA 150 101
May 10 & 11, 2023
Wed & Thu | 6:00 pm - 9:30 pm
Registration recommended by
May 2, 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.



School of Access
& Continuing Education