

# 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:

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

## 7 hours Offered four times online

- 1 **2022F CEMA 150 101  
October 5 & 6, 2022**  
Wed & Thurs | 6:00 pm - 9:30 pm  
Registration recommended by  
September 27, 2022
- 2 **2022F CEMA 150 102  
December 7 & 8, 2022**  
Wed & Thu | 6:00 pm - 9:30 pm  
Registration recommended by  
November 29, 2022
- 3 **2023S CEMA 150 101  
February 22 & 23, 2023**  
Wed & Thu | 6:00 pm - 9:30 pm  
Registration recommended by  
February 14, 2023
- 4 **2023S CEMA 150 102  
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.

