

# Microsoft 365 Excel Online Boot Camp Making Data Presentable

## Course Overview

**\$149**

Go beyond the Basics and Next Level courses and see the results of your hard work pay off. Become comfortable with topics such as using Excel online, worksheet automation, using multiple workbooks, auditing and error checking, exporting, sorting, analyzing data, and creating professional-grade documents.

Our Making Data Presentable Online Boot Camp is still instructor-led over two evenings. Learn everything there is to know in Excel and present data with a professional competitive advantage!

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.

Select sections of CEME 151 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).

## 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)

## 7 hours Offered online

**1** 2023F CEME 151 101  
**October 4 & 5, 2023**  
Wed & Thu | 6:00 pm - 9:30 pm  
Registration recommended by  
September 26, 2023

**2** 2023F CEME 151 102  
**November 15 & 16, 2023**  
Wed & Thu | 6:00 pm - 9:30 pm  
Registration recommended by  
November 7, 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