

Microsoft 365 Excel Basic Training

Course Overview

\$152

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.

7 Hours Offered In-Person

1

2024F CEMA 150 - 101

Sept. 27, 2024

Friday | 8:30am - 4:00pm

Registration recommended by
September 19, 2024

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.

Ready to Register?

Request for Registration Online Form; and/or
Sponsor an Employee Form

FOR MORE INFORMATION:

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