



# Microsoft 365 Excel Basic

## Course Overview

**\$161**

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. 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.

### Text book:

Course materials are provided.

## 7 Hours - Offered Online or In-Person

**1**

**2025F CEMA 120**

**September 26, 2025**

Friday | 8:30am - 4:00pm

In-Person | Prince George Campus

Registration recommended by

September 18, 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.

## Ready to Register?

Request for [Registration Online Form](#);  
and/or [Sponsor an Employee Form](#)

### FOR MORE INFORMATION:

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