



# Microsoft Excel Essentials For The Workplace

## Course Overview

**FREE**

Gain the skills to track and manage data with Microsoft Excel. This essential course will provide you with the knowledge and understanding of basic Excel functions. Through hands-on learning, you will learn how to create and save files, navigate menu and toolbar items, manipulate various components of a spreadsheet, and automate data using formulas.

Students will receive a Letter of Successful Completion at the end of each course, recognizing their understanding and mastering of the course competencies.

Approximately one week before the course starts you will receive a confirmation email that provides additional course details.

Select sections of CEMA 120 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).

**THIS PROGRAM IS TUITION-FREE WHEN YOU APPLY FOR THE FUTURE SKILLS GRANT. YOU WILL BE PROVIDED APPLICATION INSTRUCTIONS UPON REGISTRATION.**

## Ready to Register?

### FOR MORE INFORMATION:

P 250 692 1700  
E [lksdist@cnc.bc.ca](mailto:lksdist@cnc.bc.ca)  
[cnc.bc.ca/burnslake](https://cnc.bc.ca/burnslake)

**7 hours  
offered in-person**

**1**

**2023F CEMA 125 501  
October 27, 2023  
Fri | 9:00 am - 4:30 pm**

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. **Registration is recommended by October 20, 2023.**



School of Access  
& Continuing Education