



Microsoft 365 Excel Basic Skills (Level 1)

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.

Textbook:

Course materials are provided.

7 Hours Offered Online or In-Person

1 2024F CEMA 150 101
September 27, 2024
Friday | 8:30am - 4:00pm
In-Person | Prince George Campus
Registration recommended by
September 19, 2024

1 2025S CEMA 150 101
February 26 - 27, 2025
Wednesday & Thursday | 6:00pm - 9:30pm
Online
Registration recommended by
February 18, 2025

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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& Continuing Education