

# Microsoft 365 Excel Making Data Presentable (Level 3)

## Course Overview

**\$152**

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.

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.

## 7 Hours Offered Online

**1** 2025S CEME 151 101  
April 30 - May 1, 2025  
Wednesday - Thursday | 6:00pm - 9:30pm  
Online

Registration recommended by  
April 22, 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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