



Microsoft 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 In-Person

1

2025F CEMA 120

September 26, 2025

Friday | 8:30am - 4:00pm

Registration recommended by

September 18, 2025

Prince George Campus

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](#)
and/or [Sponsor an Employee Form](#)

FOR MORE INFORMATION:

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