



# Microsoft Excel Essentials For The Workplace

## Course Overview

**\$120**

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.

**7 hours  
offered in-person**

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**2024S CEMA 120 101**

**February 27, 2024**

**Tuesday | 8:00am - 4:00pm**

Registration recommended by  
Monday, February 19, 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:

P 250 561 5846

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