



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:

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School of Access
& Continuing Education