PICS
EMPLOYABILITY TRAINING CENTER

MICROSOFT EXCEL TRAINING

ABOUT THE COURSE

In this course, you will learn the essentials of Microsoft Excel. You will be able to skillfully navigate the Excel user interface, perform calculations using formulas and functions, professionally format spreadsheets, and create visualizations of data through charts and graphs.

YOU'LL LEARN:

- Use of Microsoft Excel for day to day office work at an intermediary level
- Inserting/managing comments, formatting data and cells
- Worksheet layout and views
- Pivot table, Vlook up, IF function, Formulas & functions, conditional formatting, and charts etc.

12 HOURS | $240
*Fee is inclusive of all taxes

KNOW MORE

📞 604-596-7722 Ext. 316

✉ ETC@pics.bc.ca

🌐 www.pics-etc.ca

buy social CANADA CERTIFIED