



DIVERSECITY

SKILLS TRAINING CENTRE



Advanced Microsoft Excel

Getting you ready for the workforce!

Take your Microsoft Excel knowledge to an expert level with our in-depth two-day course on spreadsheet management.

Course Information

Training time	2 days / 12 hours
Fee	\$300*
Upcoming course dates	See our Course Schedule at dcrs.ca/STC
Delivery options	(ON HOLD) Classes at DIVERSECITY Community Campus (13455 76 Avenue, Surrey, BC)

*Subsidies may be available through WorkBC.

Course Outcomes

- Learn how to use VLOOKUP in Excel
- Create pivot tables and charts
- Learn conditional formats with built-in rules
- Use advanced functions (IF & AND formulas)
- Learn how to resolve formula errors
- Trace precedents and dependents
- Create, use, edit and manage macros
- Protect worksheets and workbooks



Find our Course Schedule and descriptions of all our courses at dcrs.ca/STC.

REGISTER

- 📞 604-547-2010
- ✉ skillstraining@dcrs.ca
- ➔ dcrs.ca/STC

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