



DIVERSECITY

SKILLS TRAINING CENTRE



Microsoft Excel Essentials

Getting you ready for the workforce!

Learn essential Microsoft Excel skills to manage spreadsheets effectively. This two-day course includes interactive learning through assignments and practice sessions.

Course Information	
Training time	2 days / 12 hours 4 days / 12 hours
Fee	\$300*
Upcoming course dates	See our Course Schedule at dcrs.ca/STC
Delivery options	<ol style="list-style-type: none"> 1. Online training via Zoom 2. Off-site training at WorkBC and other locations 3. (ON HOLD) Classes at DIVERSECITY Community Campus (13455 76 Avenue, Surrey, BC)

*Subsidies may be available through WorkBC.

Course Outcomes

- Develop intermediate Microsoft Excel skills
- Learn spreadsheet basics such as formatting cells
- Learn how to sort and filter data
- Create and format tables and charts
- Learn how to use formulas, Vlookup and pivot tables



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

REGISTER

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