



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 <a href="http://dcrs.ca/STC">dcrs.ca/STC</a>
Delivery options	<ol style="list-style-type: none"> <li>1. In-person</li> <li>2. Off-site training at WorkBC and other locations</li> <li>3. Classes at DIVERSEcity Community Campus (13455 76 Avenue, Surrey, BC)</li> </ol>

## 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

\*Subsidies may be available through WorkBC.

## REGISTER

- 📞 604-547-2010
- ✉ [skillstraining@dcrs.ca](mailto:skillstraining@dcrs.ca)
- 📍 [dcrs.ca/STC](http://dcrs.ca/STC)



Find our Course Schedule and descriptions of all our courses at [dcrs.ca/STC](http://dcrs.ca/STC).

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