



Microsoft Excel 2021/365



Continuing Education

Competencies Achieved:

- Import and manipulate data in workbooks
- Navigate and format worksheets and workbooks
- Customize options and views
- Configure content for collaboration
- Define and reference named ranges
- Summarize data visually
- Create, format, and modify tables and charts
- Insert references and transform data
- Format and modify text



Call (928)317-7674 or

Email ContinuingEd@azwestern.edu

**for Registration & Financial
assistance**



Total Cost: \$1,200



Zoom/In Person

Registration Hours: Mon - Thurs 8AM - 5PM, Fri 8AM - 4PM payments accepted via phone or walk in. Please make checks payable to AWC. Visa, MasterCard, and Discover cards accepted.

Refund Cancellation Policy: No refund will be granted after the first day of the registered course."