

Microsoft Excel Training



1351 S. Redondo Center Dr.
Room 115
\$115 per session*

Introduction

Friday, October 12, 2018
9:00am-4:00pm

- Create basic worksheets.
- Perform calculations.
- Modify the worksheets appearance.
- Manage entire workbooks.
- And more!

Intermediate

Friday, October 19, 2018
9:00am-4:00pm

- Create charts and tables.
- Learn handy tips, tricks, and shortcuts.
- Write and utilize formulas.
- Create shared workbooks.
- And more!

** Price includes all class materials. Register for both classes and save 10%!*

Please fill in all required information. Return by mail, email, or in person.		MS Excel October 2018
Please mark which session		<input type="radio"/> Introduction <input type="radio"/> Intermediate <input type="radio"/> Both (Price \$207)
Name		
Address		
Email	Phone	
Registration Hours: Mon—Fri, 8am—4pm Payments accepted via phone, mail, or walk in. Please make checks and Money Orders payable to AWC. Visa, MasterCard, and Discover cards accepted.	Refund/Cancellation Policy: A 100% refund will be granted if a request is made 2 working days prior to the start of class. A 50% refund will be issued if notice is received less than 2 working days prior to class. No refunds will be issued after the first day of class.	
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