

# Microsoft Excel Training



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

## Introduction

**Friday, October 11, 2019**  
**9:00am-4:00pm**

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

## Intermediate

**Friday, October 18, 2019**  
**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 Oct 2019

Please mark which session       Introduction       Intermediate       Both (Price \$207)

Name

Phone

Email

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.

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### 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.