



CERTIFICATION TRAINING



Excel 2019

REGISTER ONLINE

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7 Weeks In Person Training

Monday - Thursday

04/08 – 05/22/24

5:30 pm - 8:30 pm

\$1,200 per Participant

AWC Reskilling & Technology

Center 1351 S. Redondo Center Dr.

ContinuingEd@azwestern.edu

(928) 317-7674

Description

A **Microsoft Office Specialist (MOS)** certification validates your proficiency with Microsoft Office programs, demonstrating you can meet globally recognized performance standards. The Microsoft Office Specialist is ideal for the individual looking for a career in Office Support or someone looking to enhance their current skillset for marketability.

Course Competencies

Successful completion of this course will increase your knowledge and ability to:

- Import data and navigate into workbooks
- Format worksheets and workbooks
- Customize options and views
- Configure content for collaboration
- Manipulate data in worksheets
- Format cells and ranges
- Define and reference named ranges
- Summarize data visually
- Filter and sort table data
- Insert references

Please fill in all required information. Return email, or in person.

MOS EXL Group 5 M-Th (04/08 - 05/22/24)

Full Name:

Participant ID#:

E-mail Address:

Date of Birth:

Mailing Address, City, State, Zip:

Phone#:

1351 S. Redondo Center Dr., Yuma, AZ 85365
ContinuingEd@azwestern.edu

Registration Hours: Mon—Th, 8am—5pm, F 8am—4pm

Payments accepted via phone, 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 business days prior to the start of class. A 50% refund will be issued if notice is received less than 2 business days prior to class. No refunds will be issued after the first day of class.



Continuing Education

Microsoft Office Specialist (MOS) Excel 2019

Group 5 Training Schedule:

Day	Monday	Tuesday	Wednesday	Thursday
Date	04/08/24	04/09/24	04/10/24	04/11/24
Time	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm
Week 2:				
Day	Monday	Tuesday	Wednesday	Thursday
Date	04/15/24	04/16/24	04/17/24	04/18/24
Time	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm
Week 3:				
Day	Monday	Tuesday	Wednesday	Thursday
Date	04/22/24	04/23/24	04/24/24	04/25/24
Time	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm
Week 4:				
Day	Monday	Tuesday	Wednesday	Thursday
Date	04/29/24	04/30/24	05/01/24	05/02/24
Time	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm
Week 5:				
Day	Monday	Tuesday	Wednesday	Thursday
Date	05/06/24	05/07/24	05/08/24	05/09/24
Time	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm
Week 6:				
Day	Monday	Tuesday	Wednesday	Thursday
Date	05/13/24	05/14/24	05/15/24	05/16/24
Time	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm
Week 7:				
Day	Monday	Tuesday	Wednesday	Thursday
Date	05/20/24	05/21/24	05/22/24	NO CLASS
Time	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm	NO CLASS