



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




**REGISTER
NOW**



 **Total Cost: \$1,200**

 **October 28 - December 6, 2025**

 **Mon - Thurs 5:00PM - 8:00 PM**

 **In Person or Zoom**
1351 S Redondo Center Dr Yuma, AZ 85365

**Zoom link will be provided upon registration*

Email: ContinuingEd@azwestern.edu

To Register and Pay: (928) 317-7674

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.

***Financial Assistance is available through AZ@Work programs. Please contact your local AZ@Work office or AWC Continuing Education for more information on eligibility requirements.**

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