

Microsoft Excel Training



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

Introduction

Friday, February 21, 2020
9:00am-4:00pm

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

Intermediate

Friday, February 28, 2020
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 Feb 2020

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.

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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