

Microsoft Excel Training



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

Introduction Friday, July 5, 2019 9:00am-4:00pm

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

Intermediate Friday, July 12, 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 July 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.