

# In Person Class

# Microsoft Excel 2019

## Price Per Participant

\$150 Per session date

(price includes all class materials)

**Join us!**



## Level 1

Learn essential spreadsheet skills, from data entry and formatting to creating charts and managing workbooks. This course will make you proficient in both basic and advanced functions.

## Level 2

Master advanced Excel skills, including managing workbooks, using named ranges, working with tables and PivotTables, and enhancing data presentation. You'll also learn collaboration techniques and advanced charting.

## Level 3

Learn advanced Excel functions, data analysis, and macros. This course also covers importing/exporting data and preparing workbooks for international use and accessibility.

**Location:** AWC Reskilling and Technology Center, 1351 S. Redondo Center Dr, Yuma AZ 85364

**Email:** [ContinuingEd@azwestern.edu](mailto: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.

**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. If a class is canceled due to low registration, we will contact you 2 business days prior.