Continuing Education

Microsoft® Office Specialist (MOS)
Certification Training

Seating is limited, register early,
10 students minimum are required to start

$950

WORD 2019

Competencies to be achieved:

1. Navigate within documents
2. Format documents
3. Save and share documents
4. Inspect documents for issues
5. Insert text and paragraphs
6. Format text and paragraphs
7. Create and configure document sections
8. Create tables
9. Modify tables
10. Create and modify lists
11. Create and manage reference elements
12. Create and manage reference tables
13. Insert illustrations and text boxes
14. Format illustrations and text boxes
15. Add text to graphic elements
16. Modify graphic elements
17. Add and manage comments
18. Manage change tracking

$1,200

EXCEL 2019

Competencies to be achieved:

1. Import data into workbooks
2. Navigate within workbooks
3. Format worksheets and workbooks
4. Customize options and views
5. Configure content for collaboration
6. Manipulate data in worksheets
7. Format cells and ranges
8. Define and reference named ranges
9. Summarize data visually
10. Create and format tables
11. Modify tables
12. Filter and sort table data
13. Insert references
14. Calculate and transform data
15. Format text by using RIGHT(), LEFT(), and MID() functions
16. Create charts
17. Modify charts
18. Format charts

$850

POWERPOINT 2019

Competencies to be achieved:

1. Modify slide masters, handout masters, and note masters
2. Change presentation options and views
3. Configure print settings for presentations
4. Configure and present slide shows
5. Prepare presentations for collaboration
6. Insert slides
7. Modify slides
8. Order and group slides
9. Format text
10. Insert links
11. Insert and format images
12. Insert and format graphic elements
13. Order and group objects on slides
14. Insert and format tables
15. Insert and modify charts
16. Insert and format SmartArt graphics
17. Insert and modify 3D models
18. Insert and manage media
19. Apply and configure slide transitions
20. Animate slide content
21. Set timing for transitions

TO REGISTER & PAY:

CALL (928) 317-7674

ContinuingEd@azwestern.edu

AWC Downtown Center, 1351 S. Redondo Center Dr. Yuma AZ 85365

Registration Hours: Mon - Thurs 8AM - 5PM, 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, as well as cash.

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.