



Microsoft Office Specialist Excel



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



**Call (928)317-7674 or
Email ContinuingEd@azwestern.edu
for Registration & Financial
assistance**



Total Cost: \$1,200



Zoom/In Person

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.