



CERTIFICATION TRAINING



Excel 2019

REGISTER ONLINE

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Monday - Thursday
11/06/23 – 12/14/23
*(no class on week of
Thanksgiving)
Room 114
2:00 pm - 6:00 pm

\$1,200 per Participant
AWC Reskilling & Technology Center
1351 S. Redondo Center Dr.
ContinuingEd@azwestern.edu
(928) 317-7674

Description

A **Microsoft Office Specialist (MOS)** certification validates your proficiency with Microsoft Office programs, demonstrating you can meet globally recognized performance standards. The Microsoft Office Specialist is ideal for the individual looking for a career in Office Support or someone looking to enhance their current skillset for marketability.

Course Competencies

Successful completion of this course will increase your knowledge and ability to:

- Import data and navigate into workbooks
- Format worksheets and workbooks
- Customize options and views
- Configure content for collaboration
- Manipulate data in worksheets
- Format cells and ranges
- Define and reference named ranges
- Summarize data visually
- Filter and sort table data
- Insert references

Please fill in all required information. Return email, or in person.

MOS EXL Group 5 M-Th (11/06/23-12/14/23)

Full Name:

Participant ID#:

E-mail Address:

Date of Birth:

Mailing Address, City, State, Zip:

Phone#:

1351 S. Redondo Center Dr., Yuma, AZ 85365
ContinuingEd@azwestern.edu

Registration Hours: Mon—Th, 8am—5pm, F 8am—4pm

Payments accepted via phone, 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 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.



Continuing Education

Microsoft Office Specialist (MOS) Excel 2019

Group 5 Training Schedule:

Week 1:

Day	Monday	Tuesday	Wednesday	Thursday
Date	11/06/23	11/07/23	11/08/23	11/09/23
Time	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm

Week 2:

Day	Monday	Tuesday	Wednesday	Thursday
Date	11/13/23	11/14/23	11/15/23	11/16/23
Time	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm

Week 3:

Day	Monday	Tuesday	Wednesday	Thursday
Date	11/27/23	11/28/23	11/29/23	11/30/23
Time	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm

Week 4:

Day	Monday	Tuesday	Wednesday	Thursday
Date	12/04/23	12/05/23	12/06/23	12/07/23
Time	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm

Week 5:

Day	Monday	Tuesday	Wednesday	Thursday
Date	12/11/23	12/12/23	12/13/23	12/14/23
Time	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm	EXL 2pm - 6pm

There will be no class on Thanksgiving week!