



MICROSOFT OFFICE EXCEL

Why should you use Excel?

The features Excel offers make it possible for the user to save time when calculating formulas, creating charts and graphs, and sharing and securing information.

Each session is held 9:00am—4:00pm
(1 hour lunch on your own)

Held at
AWC Entrepreneurial Center Room 115
1351 S. Redondo Center Dr., Yuma, AZ 85365

Course Outline available upon request

Rene Pack, Instructor

*Both sessions include
practice sessions and
hands-on exercises!*



REGISTRATION FORM (MAIL, EMAIL OR FAX)

Excel-Learn the Basics January 23, 2015 \$99

Excel-More than the Basics January 30, 2015 \$99

YES! I will attend both sessions and save  \$158

Group discounts available! Ask for a free quote. Call 317-7674

Name (s): _____

Address: _____

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Accepted forms of payment:

Checks or money orders payable to *Arizona Western College*

Visa, Discover, Master Card (in person/phone)

Purchase Orders and Third Party Billing

Mail /Person at: 1351 S. Redondo Center Drive, Yuma, AZ 85365

Phone (928) 317-7674 Fax (928) 317-7615

Email: ContinuingEd@azwestern.edu

Refund/Cancellation Policy

A 100% refund is granted or another individual may attend in your place if a request is made two working days prior to the start of class. A 90% refund will be issued if notice is received less than two working days prior to class start date. No refunds will be issued after the first day of class.