Discounted Microsoft Excel Essentials Class for UA Faculty/Staff

Date:
January 17, 2019

Are you ready to be the boss of your data? Do you use Microsoft Excel but wish you could do it more efficiently? Are you looking for tips to make your spreadsheets more powerful and easier to manage?

Then **Microsoft Excel Essentials** [1] is the class for you! This 4-hour hands-on course will cover the following essential Excel tools and techniques:

- Entering and editing basic formulas and functions
- Moving and selecting data
- Formatting techniques
- And more!

Registration is now open at [https://ce.arizona.edu/classes/excel-essentials](https://ce.arizona.edu/classes/excel-essentials).

**Price:** $118 for UA staff and faculty ($129 for general public)

**Schedule and location:** February 20, 2019 8:00 a.m. to noon at the Arid Lands Studies building, 1955 E. 6th Street.

**More Continuing and Professional Education opportunities:**

UA Continuing and Professional Education offers more than 75 professional development classes [2] to help you learn new skills. UA faculty/staff receive a discount on many of our classes.

**University of Arizona Continuing and Professional Education** [3]

1955 E. Sixth Street, Room 115

Phone: 520-626-5091

Email: uace-info@email.arizona.edu [4]


**Source URL:** https://uaatwork.arizona.edu/uannounce/discounted-microsoft-excel-essentials-class-ua-facultystaff

**Links**
[1] https://ce.arizona.edu/classes/excel-essentials
[2] https://ce.arizona.edu/catalog
[3] https://ce.arizona.edu/