

Free Course for UNISON members belonging to a
Lincolnshire Branch

MICROSOFT EXCEL ESSENTIALS

Thursday 11th March
9:15 - 12:30 (With break)
Delivered online

Content overview:

Part 1 (1-2hrs) - Introducing Essentials

- Setting up Simple spreadsheets
- Calculating in Excel
- Creating Graphs
- Tips for laying out better spreadsheets

Part 2 - (approx. 1hr)

- Using more advanced Microsoft Excel topics
- Using Flash Fill and Autofill
- Using time saving functions
- Creating Charts and Graphs
- Using Find, Replace and Comments Tools
- Shortcuts to Effective formatting



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