

**FREE ONLINE COURSE FOR UNISON MEMBERS**

# **MAKING THE MOST OF EXCEL**

**2 DAY COURSE - 11 & 12 Oct (10AM - 1PM)**

**COURSE CODE: 0074**

**YOU WILL NEED TO ATTEND ALL BOTH SESSIONS**

If you have used Excel before but lack the confidence, then this free, online course is for you! It will refresh your knowledge and boost your confidence when creating and using spreadsheets.

This course is only suitable for those who are already familiar with the basic functions of a computer, e.g. using a mouse, starting applications, copying/pasting, etc. You will need a computer with keyboard and mouse, and Internet access.

The course will be run online via Zoom, led by an experienced IT tutor who will guide you through the basics and prepare you for more advanced features which will be explored on the Microsoft Excel Improvers course.

To apply please email [LMD@unison.co.uk](mailto:LMD@unison.co.uk) stating: Your name, membership number (or home address), course code, details of any facilitation needs, and an email address and contact number to be shared with the course provider

