

FREE ONLINE COURSE FOR UNISON MEMBERS

MAKING THE MOST OF EXCEL

*Additional
course
due to demand*

2 DAY COURSE - 18 & 19 Oct (10AM - 1PM)

COURSE CODE: 0110

Run via zoom

YOU WILL NEED TO ATTEND 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.

To apply please email 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

