

FREE ONLINE COURSE FOR UNISON MEMBERS

MAKING THE MOST OF EXCEL

2 DAY COURSE - 3 & 4 May (10AM - 1PM)

COURSE CODE: 0043

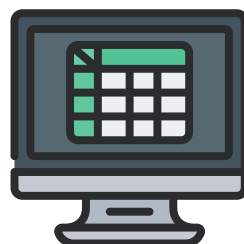
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YOU WILL NEED TO ATTEND BOTH SESSIONS

If you have used Excel before but lack the confidence to make the most of spreadsheets, then this online course will refresh your knowledge and boost confidence when creating and/or using spreadsheets. Attendees will receive a certificate of attendance – useful for your personal development file or future CVs.

This course is suitable for those with basic computer skills (e.g. using a keyboard and mouse, copying and pasting, etc). To do the course, you will need a computer with keyboard and mouse, plus Internet access.

The course will be 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:

<https://eastmidlands.unison.org.uk/members/>