

Smarter Working in a Digital Age



We are pleased to provide another opportunity to join these remotely delivered short courses for Lincolnshire residents from Boston College.



To book a place: Contact Boston College by email on unisonenquiries@boston.ac.uk or call their engagement team on **01205 313242**.

You will then be sent a link to the enrolment form which can be completed on-line and submitted. Once your place is confirmed you will receive an email with on-line joining instructions.

Each course will be taught remotely through zoom and broken into 2 sessions with a mid-session break. Small tutor-led sessions help ensure all delegates can benefit and enhance both their knowledge and skills.

FREE PLACES AVAILABLE TO A MAX OF 2 COURSES PER PERSON.

If you have any other questions please speak with your Unison contact or email: unisonlearninglincs@gmail.com

Excel Essentials

13th July: 1.30pm - 4.45pm

This course will benefit users that are new to excel or those who are self-taught and want to increase and formalise their knowledge and increase confidence.

Course content:

- Creating Spreadsheets and Charts
- Calculating in Excel using Formula & Functions
- Using Auto fill and Flash fill
- Using Find, Replace and Comments Tools
- Shortcuts to Effective formatting
- Simple page and print setups

Excel Functions

14th July: 1.30pm - 4.45pm

This course aims at users looking to increase their knowledge of excel functions & time saving tips to create multi sheet workbooks.

Course content:

- IF function & use to ask logical questions of your data
- Nested formula – IF AND IF OR
- Count and Date Functions
- Lookups and data tables
- Developing multi-sheet workbooks

Excel Database & Pivot Tables

14th July: 9.15am - 12.30pm

This course will benefit users that need to analyse and view data from different perspectives.

Course content:

- Create Databases
- Sorting and Filtering data
- Creating and Working with Pivot Tables
- Creating Pivot table Charts
- Creating Dashboards

Online Presence and Digital Content

18th July: 09.15am - 12.30pm

The course will be hands on and you will produce a range of materials that can be used across social media platforms or print publications and in the second section will look at presentation skills and how to prepare a strong power point presentation.

Course Content:

- Planning content – making the right choices for your audience
- Planning layout and style set-up – fonts, colours, headings, formats
- Importing graphics and images
- Design tips to achieve professional standards
- Creating social media content
- Managing your on-line presence

How to enrolling on these courses

To provide good quality remote delivery we accept a maximum of 8 places on each course. Places can be provisionally booked by emailing unisonenquiries@boston.ac.uk which will trigger a return email with a link to the on-line enrolment. Places can only be confirmed on when this has been submitted.

We will then send joining information and a link to enable you to attend the course on-line.

For more information please call us on **01205 313242** or email unisonenquiries@boston.ac.uk

