

Free course for UNISON East Midlands members

EXCEL BEGINNERS

22 & 23 Feb
10am - 1pm
via MS Teams



This course is aimed at members new to Excel. It will look at the basics and includes:

- creating a worksheet
- creating tables using borders and colour
- using filters & AutoSum

You will need basic computer knowledge including using a mouse and keyboard, and saving files



To apply, please visit:

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