

FREE ONLINE COURSE FOR UNISON MEMBERS

# EXCEL

# BEGINNERS

12 & 13 SEPTEMBER 2023  
(10.00AM – 1.00PM)  
VIA MS TEAMS

Learners will need to attend both days

This course is aimed at members new to Excel

The sessions 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:

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