



Free for members of any Lincolnshire based branch

Excel Essentials

Thursday 20 June 2024

9:30pm - 12:00pm

Boston College Horncastle Campus

Users that are new to excel or those who are self taught and want to increase their knowledge and confidence:

- Create Spreadsheets and Charts
- Calculate in Excel using simple Formula/Functions
- formatting, Advanced and Conditional
- Auto Fill and Flash fill (Joining or Splitting cells) Freezing cells
- Find, replace, use common tools
- Use shortcuts to effective
- Create simple page
- Learn print set up



Apply

For help with your booking -
unisonlearninglincs@gmail.com

UNISON
East Midlands

