



FREE ONLINE COURSE FOR UNISON MEMBERS

EXCEL

IMPROVERS

15 & 16 OCTOBER 2024
(10.00AM – 1.00PM)
VIA MS TEAMS

Learners will need to attend both days

This online course is aimed at existing Excel users who want to learn more advanced features e.g. Conditional Formatting.

The sessions will cover:

- filling data automatically in cells
- creating a VLookup table
- linking workbooks
- creating complex formulas
- conditional formatting
- creating and modifying pivot tables



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