

FREE ONLINE COURSE FOR UNISON MEMBERS

EXCEL

BEGINNERS

2 & 3 SEPT

10AM – 1PM 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 include:

- creating a worksheet
- creating tables using borders and colour
- using filters
- making calculations
- printing and saving your spreadsheet

You will need basic computer knowledge including using a mouse and keyboard, and how to save files



To apply:

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