

FREE ONLINE COURSE FOR UNISON MEMBERS

# EXCEL

# BEGINNERS

5 & 6 MAY

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/>