

## "Microsoft EXCEL COURSE"

2 opportunities for this FREE ½ day course...  
 Thur 20<sup>th</sup> May (pm)      Wed 16<sup>th</sup> June (am)

- § Morning sessions are 9.30am-12.30, afternoon session 1.30pm-4.30pm
- § Each course will be held in the IT suite at VANEL's offices - Melbourne House, Town Hall Street, Grimsby.
- § This is an unaccredited course.



This course will help you get to grips with Microsoft Excel (2003 or 2007). Suitable for staff or volunteers at any voluntary or community organisation who have basic computer skills but would like to understand how to find their way around Excel and improve their general understanding of spreadsheets.

The course will cover:

- Introduction to spreadsheets
- Overview of Excel menus and toolbars
- Entering and editing data & text
- Adjusting column & rows
- Inserting and deleting columns & rows
- Selecting & formatting data
- Copy and pasting data & text
- Using Auto sum for quick calculations
- How to build formulas to perform calculations
- Introduction to Excel functions
- Printing Excel spreadsheets
- Differences between versions of MS Excel

This course follows on from our separate "Beginners IT" courses and is for those wishing to expand their specific knowledge of Microsoft Excel. See [www.thirdsectorhub.org.uk/ittraining](http://www.thirdsectorhub.org.uk/ittraining) for more details.

The course is financially supported through **Common Treasury** and is offered **FREE**, but places are very limited and must be booked in writing and confirmed through VANEL. Places are *only* available to staff or volunteers connected to third sector organisations based in North East Lincolnshire and must be endorsed by that organisation. Unfortunately the course is not available to the public or private sector or to individuals not associated with an organisation.

**To book** or for info: contact Vicky Hardy, Third Sector Hub Administrator at **Voluntary Action North East Lincolnshire** on **01472 231123** or email [training@vanel.org.uk](mailto:training@vanel.org.uk)

**Common Treasury** provides equipment for local Third Sector Organisations. See [www.vanel.org.uk/treasury](http://www.vanel.org.uk/treasury) for full information about what is available.



This course is delivered by **Paul Brown** of **PBA Training** on behalf of the **Third Sector Hub** ([www.thirdsectorhub.org.uk](http://www.thirdsectorhub.org.uk)) which is managed at **VANEL** ([www.vanel.org.uk](http://www.vanel.org.uk)).

