

FREE COURSES*

**GET STARTED
WITH
SPREADSHEETS &
EXCEL
TRANSFERABLE
SKILLS**

Adult Learning

North Yorkshire



**North Yorkshire
County Council**

Live online courses

Mondays - 12:00 - 15:00

**Introduction - Get Started with Spreadsheets
21 - 28 November 2022**

Leading into

Excel Transferable Skills

05 December 2022 - 06 February 2023

Have you used Excel spreadsheets a little and want to learn more?

Perhaps it's a while since you used Excel and you need to update your skills for the workplace?

We have the perfect course for you...

Our 8 week Excel Transferable Skills course follows a structured syllabus, working through a range of topics to cover specific knowledge areas and skills. It is designed to improve employability skills and enable you to work more efficiently in your job, at home and with IT in general.

Scan me to
find out more
and enrol
online...



**To be eligible for a free funded course you must be over 19 years of age as at 31st August 2022 and not be an apprentice, Further eligibility may be linked to where you live and we will check that at enrolment stage and may contact you for further information or refer you to alternative provision.*

www.northyorks.gov.uk/adult-learning-courses-search
Email: adultlearningservice@northyorks.gov.uk



**Call
01609 536066**