

“Spreadsheets in everyday life”

Computer Skills Workshop

Cardinal Hume
Centre
Turning Lives Around

Want to plan your budget or manage your job search activity using spreadsheets?

Would creating spreadsheets be a useful tool for work?

Do you know how to create a spending diary to manage your money?

If you have answered YES to any of these questions, then this is the workshop for you!



The overall aim of this six week course is to learn how to create a simple spreadsheet and use it to record and plan your activity. Spreadsheets can be useful for planning your shopping, job search or managing your money. Ability to use Microsoft Excel, an essential office skill, will also increase your job prospects. This is a six week course and session timetable will be provided at initial session.

At the end of this workshop you will be able to:

- create a budget or job search spreadsheet in Excel
- learn the basic functions of Excel
- create a simple formula
- learn how to create worksheets for different tasks

Who with?

When?

Where?

How do I get there?

Michalis Tiritas (Digital Inclusion Worker)

Friday 18 February at 11.00am (until 12)

IT Room

Come to Advice & Assessment entrance on Medway Street (map available on request)

If you would like to book to attend this workshop please register by phoning 0207 227 1673 or emailing gateway@cardinalhumecentre.org.uk or speak directly to your lead staff contact.