

Find out what each cell contains .....

Keep track of your savings & investments, create your holiday packing-list, budgeting for a party, document your family tree, keep a calendar to track key dates and much, much more .....

The new Wheathampstead U3A IT Group Course

## How to Excel

could be just what you need

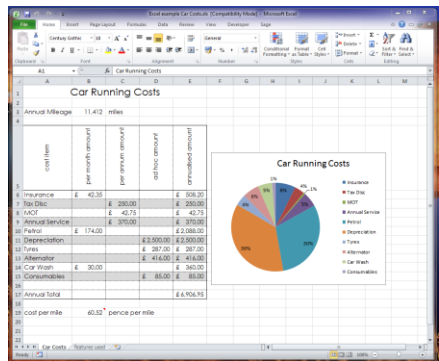
We take a results-oriented approach to teaching you about spreadsheets.

- ✓ Join a small group of 4-6 students
- ✓ Work on relevant examples
- ✓ Use your own laptop computer
- ✓ Enjoy follow-up support
- ✓ We'll take small steps
- ✓ You'll take home a completed spreadsheet after each session
- ✓ Your homework will be based on the spreadsheet you did in class

## Course Objectives

- Show you the basics to get started
- Give you confidence to try more
- Show you where and how to get help
- Illustrate the very wide range of Excel potential uses
- Have fun while learning
- Build on familiar concepts
- We'll only be using functions you find on a budget pocket calculator *(but without the square root!)*

A series of four 2-hour weekly modules will be delivered by highly experienced Wheathampstead U3A Presenters. Teaching is in small interactive groups. The course materials include numerous practical examples and exercises together with self-assessment tests so you can see how you are progressing. You'll receive our 50-page binder packed with useful reference information because you'll want to refresh your memory after the course.



There's a technical query answering service after the course and you'll get exclusive course-graduate access to our FAQ database.

Places are strictly limited because we're teaching in small groups. The special price to Wheathampstead U3A members is the 'cost-recovery priced' course fee of only £20.

Don't delay – book today!

Contact Wheathampstead U3A IT Group for a booking form and the latest available course dates.