

WEBINAR: USING MICROSOFT EXCEL: ESSENTIAL TIPS AND TRICKS (BEGINNERS LEVEL)

FRIDAY 8 SEPTEMBER 2023 – 10:30 – 11:30

Webinar details:	The platform is Zoom and can be viewed on a mobile, tablet, laptop or PC. The link to join will be emailed to you nearer the time. It would be helpful to download Zoom on to your device beforehand - the app is Zoom Cloud Meetings. Please note that it may not be possible to access your video and microphone if you are remote accessing your office computer - you may want to forward the link.
Cost:	£35 – Member and Associate Members of BDLS/Trainee Solicitor £55 – Non-Member of BDLS
Booking Reference:	976
CPD:	2
SRA Competence:	D SRA Statement of solicitor competence Solicitors Regulation Authority

This webinar will be delivered by Matt Smithson of Skills and Learning: Adult Community Education <https://www.skillsandlearningace.com/>

This one hour webinar will guide you through the essentials of using Excel. Suitable for beginners or those wishing to refresh. To include:

- **Use of Autofill/replicate**
- **Sorting**
- **Filtering**
- **Conditional formatting**
- **Formula: SUM, AVERAGE, IF, VLOOKUP, COUNT**

There will be time for a Q&A session at the end.

Please book online at:

<https://www.bournemouthlaw.com/bournemouth-district-law-society-lectures>

Course Notes: For environmental reasons, BDLS will no longer be providing printed course notes at lectures. Lecture notes will be emailed to delegates in advance for either printing or accessing via their laptop or alternative device on the day.

Payment for lectures: Please be aware that payment must be received at the office **before** the lecture takes place. Course bookings will only be confirmed upon payment. All payments are to be paid by BACS. No refunds within 7 days of the course.