

Course	Date	Time
An introduction to Microsoft Excel	17 th , 18 th , 19 th Jan	10am – 12.15pm
Excel Next Steps 1: Managing your data	31 st Jan, 1 st , 2 nd Feb	10am – 12.15pm
Excel Next Steps 2: Managing and analysing your data	8 th , 9 th , 28 th February	10am – 12.15pm
An introduction to Power BI * - Book here	Tuesday 14 th March	10am – 1.00pm
Charts and Graphs with Excel - Book here	Thursday 23 rd March	10am – 12.00pm
Hands On: Datawrapper charts - Book here	Thursday 30 th March	10am – 11.15am
An introduction to Microsoft Excel - Book here	Thursday 20 th April	10am – 12.15pm
Excel Next Steps 1: Managing your data - Book here	Thursday 27 th April	10am – 12.15pm
Excel Next Steps 2: Managing and analysing your data - Book here	Thursday 4 th May	10am – 12.15pm
Hands On: Canva infographics and charts - Book here	Thursday 11 th May	10am – 11.15am
An introduction to Microsoft Excel - Book here	Tuesday 16 th May	10am – 12.15pm
Creating presentations that connect and influence - Book here	Thursday 18 th May	10am – 12.00pm
Excel Next Steps 1: Managing your data - Book here	Tuesday 23 rd May	10am – 12.15pm
Excel Next Steps 2: Managing and analysing your data - Book here	Tuesday 13 th June	10am – 12.15pm
Hands On: Transcribing with Otter.ai - Book here	Thursday 15 th June	10am – 11.15am
An introduction to Power BI * - Book here	Tuesday 20 th June	10am – 1.00pm
Charts and Graphs with Excel - Book here	Tuesday 27 th June	10am – 12.15pm
Hands on: Audacity for editing audio stories and publishing with Soundcloud - Book here	Thursday 6 th July	10am – 11.15am
Hands On: Datawrapper charts - Book here	Tuesday 11 th July	11am – 12.15am
Hands On: Canva Infographics and Charts - Book here	Tuesday 18 th July	10am – 11.15am

* Course funded by City Bridge Trust

Please see a [full list of these sessions online](#) or go to the [Superhighways training page](#) on our website