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## Microsoft Excel Expert

Microsoft Excel Expert Level will help the participants become familiar with the advanced features of Microsoft Excel. The course focuses on the Excel features for data analysis such as sorting, filtering, advanced filtering, pivot tables, consolidation and subtotals as well as formulae and nested functions in order to create “smart” spreadsheets. It also presents features such as data validation in order to minimize data entry errors. The course also introduces various financial analysis tools such as goal seek, scenario manager and data tables. Finally the course presents ways to protect the spreadsheets and formulae and to create templates.

**Code:** ED19B01

**Duration:** 14 hours

**Start Date:** Thursday, 12/09/2019

**Audience Profile:** Participants may come from various departments and are dealing or wish to create complex spreadsheets. Participants who seek for ways to utilize all the excel features in order to create “smart sheets” or analyze data will find this course very useful.

**Prerequisites for Participation:** Basic knowledge of Microsoft Excel. Additionally participants should have basic knowledge on the creation of formulae and functions

**Training Language:** Greek

**Training Materials:** Step by Step training materials in the Greek/English Language

**Course Objectives:** The participants will be able to use advanced features of Excel in order to:

- Filter and analyze data
- Analyze data with Pivot Tables
- Group and create subtotals
- Use popular Functions such as IF function, VLOOKUP, PMT etc
- Create nested functions for automation and analysis of calculations
- Track formulae and function errors
- Protect Workbooks, files, sheets and cells
- Use Analysis tools for financial analysis

**Certification:** This course prepares for the respective MOS and ECDL Exam

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**Venue:** EDITC Conference Center,  
16 Imvrou Street,  
1055 Nicosia

### Dates and Times:

Dates	Times
Thursday, 12/09/2019	08:15-16:00
Wednesday, 13/09/2019	08:15-16:00

### Participation Cost

**The cost includes notes, certificate, 2 light meals and coffee breaks.**

	Total Cost	HRDA Subsidy	Net Cost
Participation Cost	€245	€0.00	€245
For Unemployed	Please contact us		

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## Microsoft Excel Expert Level

### **Unit1: Databases**

- Apply data filters (AutoFilter)
- Perform single and multi-level sorts
- Extract data (Advanced Filter)
- Use data validation
- Use subtotaling
- Use grouping and outlines

### **Unit2: Naming Ranges**

- Creating a named range
- Changing a named range
- Selecting fields by using names
- Using names in Functions

### **Unit3: Using Functions And Nested Functions**

- Using IF (& nested IF)
- Using VLOOKUP
- Using AND, OR Functions
- Using Financial Functions
- Using Text Functions

### **Unit 4: Collaborating**

- Creating a comment
- Changing workbook Properties
- Protecting and Unprotect workbooks and spreadsheets
- Protecting a file using passwords
- Protecting and Unprotect workbooks and spreadsheets
- Protecting a file using passwords

### **Unit 5: Templates**

- Creating new Templates
- Using the existing Templates

### **Unit6: Advanced Number Formatting**

- Apply number formats (accounting, currency, number)
- Create custom number formats
- Using conditional formatting

### **Unit7: Analysis Tools**

- Creating and Using PivotTables
- Using Goal Seek
- Creating pivot chart reports
- Working with Scenarios

Using Solver (Goal Seek)

### **Unit8: Use data analysis and PivotTables**

- Creating PivotTables
- Summarizing data using various functions
- Working with Pivot Tables
- Creating PivotCharts

### **Unit9: Auditing**

- Using the Auditing tools
- Finding and correcting Formulae errors

### **Unit10: Printing**

- Preparing Sheets for Printing
- Previewing and Printing Multiple workbooks

**EDITC**

EDUCATION &amp; INFORMATION TECHNOLOGY CENTRE

A department of  
**EDITC**

Vocational &amp; Professional Training Provider

**Registration Form****Seminar Code: ED19B01— Title: Microsoft Excel Expert****Start Date: 12/09/2019****A. Organization's details (if applicable)**

Company/Organization:		Size:	<input type="checkbox"/> Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Large
Economic Activity:		Telephone:		Fax:	
Address:		Postal Code:			
Person responsible for the registration:		Email:			
		Direct Telephone:			

**B. Participant's details (1)**

<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name	Surname			
Title/ Job Position:		Email:			
Job description:		Telephone/Mobile:		Fax:	
Reasons for participating in the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					
<input type="checkbox"/> They will participate to the seminar more than one participants ( <i>In this case please fill in the second page as well</i> )					

**C. Participation Cost****PARTICIPATION IN THE SEMINAR IS PREPAID (at least three days before the start of the seminar)**Please invoice ☐ The participant ☐ The company Credit Customer Number (if applicable):☐ Participation Cost: € 245Cheques must be issued to **EDITC Ltd** and payment can be made directly through deposit to the account of the company**Account Name:** EDITC LTD**IBAN:** CY19 0050 0115 0001 1501 0686 9601**Account Number:** 115-01-068696-01**SWIFT/BIC:** HEBACY2N**D. Terms and conditions for participation on EDITC seminars**

1. The company accepts registrations for participation in the seminars at least 5 working days prior to the start of the seminar. EDITC does not commit to accept any registrations received in less than 5 working days before the start of the training program.
2. Written cancellations received 5 working days before the start of the training program are accepted and in the case where a payment has been made by the client, the full amount is reimbursed to the client. Cancellations that do not meet the above term are invoiced. The client may replace the participant (s) provided that they meet the criteria for participation on this program.
3. The company has the right to cancel or postpone a training program up to one day before the start date of the program. All prepayments are returned to clients.
4. All registrations are strictly prepaid except credit customers. EDITC will not allow the entry of participants in the class unless their financial obligations have been settled.
5. EDITC will inform the client upon receipt of the application form. Written confirmation for the implementation of the training program will be sent within 3-5 days before the start date of the seminar. In exceptional cases written confirmation may be sent one day before the start of the program. **Participants are encouraged to contact the company in case they did not receive the confirmation.**
6. Participants with less than 75% attendance cannot be subsidized by the HRDA and in this case the participants (or their company) will have to pay the amount of the subsidy (in addition to their own payment amount).
7. In case of subsidized programs by the HRDA all the required forms of HRDA must be sent to EDITC before the start of the training program. EDITC will not allow the entry of participants in the class unless the HRDA forms have been submitted to EDITC.
8. Certificates of participation will be given to participants after the completion of the course provided that their financial obligations and obligations regarding HRDA forms are settled. Otherwise certificates will be mailed as soon as the above obligations are settled.

☐ **We agree with the above terms and conditions**

Signature:

Date:

Stamp (in case of company):

**Registration Form****B. Participant's Details (2)**

<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name		Surname		
Title/ Job Position:			Email:		
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

**B. Participant's Details (3)**

<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name		Surname		
Title/ Job Position:			Email:		
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

**B. Participant's Details (4)**

<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name		Surname		
Title/ Job Position:			Email:		
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

**B. Participant's Details (5)**

<input type="checkbox"/> Mr <input type="checkbox"/> Ms	Name		Surname		
Title/ Job Position:			Email:		
Job description:			Telephone/Mobile:	Fax:	
Reasons for participating on the seminar:					
Please fill this section if there are special requests for the lunch provided (only in the case that lunch is included)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

☐ **We agree with the above terms and conditions**

Signature:

Date:

Stamp (in case of company):