EDIT·C

EDUCATION & INFORMATION TECHNOLOGY CENTRE

Making Training an enjoyable experience

Office

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: **ED20A02**

Duration: 14 hours

Start Date: Tuesday, 14/01/2020

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

ourse 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

Contact Us Tel: 77 77 72 52 , Fax: +22466635, email: enquiries@editc.com
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Microsoft Excel Expert

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

Dates and Times:

Dates	Times
Tuesday, 14/01/2020	08:15-16:00
Thursday, 16/01/2020	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	€255	€0.00	€255
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 subtotalling
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

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EDUCATION & INFORMATION TECHNOLOGY CENTRE

A department of EDIT·C Vocational & Professional Training Provider

Registration Form

Seminar Code: ED20A02 — Title: Microsoft Excel Expert **Start Date:** 14/01/2020

A. Organization's details (if applicable)					
Company/Organization:		Size:	☐Small	☐Medium	☐Large
Economic Activity:		Telephone:		Fax:	
Address:		Postal Code:			
Person responsible for the registration:		Email:			
		Direct Telephone:			

B. Participant's details (1)					
☐Mr ☐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) ☐Fasting ☐Vegetarian ☐Vegan					
☐ They will participate to the seminar more than one participants *(In this case please fill in the second page as well)*					

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: € 255

Cheques 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):

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Registration Form

B. Participant's Details (2)						
☐Mr ☐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) ☐Fasting ☐Vegetarian ☐Vegan						

B. Participant's Details (3)						
☐Mr ☐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) ☐Fasting ☐Vegetarian ☐Vegan						

B. Participant's Details (4)						
☐Mr ☐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) ☐Fasting ☐Vegetarian ☐Vegan						

B. Participant's Details (5)						
☐Mr ☐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) ☐Fasting ☐Vegetarian ☐Vegan						

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

Signature: Date:

Stamp (in case of company):