



Microsoft Excel

Basic Level For Technical, Scientific & Supervisory Personnel

Microsoft Excel is an essential application in today's work environment. Microsoft Excel is a tool for the creation of spreadsheets and graphs, for performing calculations, data analysis and much more. . Microsoft Excel is useful for the company's financial administration and monitoring and can also be useful in sales, expense monitoring , creation of lists, converting data into visuals (graphs) etc. This course is the first of a series of two courses and covers the basic features of the application.



CODE: ED22A05



DURATION: 12 hours



START DATE: Monday 31/01/2022



AUDIENCE PROFILE:

This course is for beginners wishing to gain the basic knowledge in Excel



PREREQUISITES FOR PARTICIPATION:

Good Knowledge of Windows



TRAINING LANGUAGE:

Greek



TRAINING MATERIALS:

Step by Step training materials in the Greek/English Language



METHODOLOGY:

The course is 100% practical. The topics are delivered with short presentations by the instructor followed by a step-by-step demonstration by the instructor and repetition by the students, examples and discussions on how a feature may be used with real life examples and practice through written exercises.



COURSE OBJECTIVES:

Upon completion the participants will be able to:

- Create tables
- Format tables
- Insert and format columns and rows
- Create simple formulae and functions
- Insert Graphics and Graphs
- Print



CERTIFICATION

This course prepares for the respective MOS and ECDL Exam

Contact us

 **77 77 72 52**

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Fax: +22466635, email: enquiries@editc.com
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 **VENUE:** Webinar

 **DATES & TIMES:**

Monday 31/01/2022, 08:15 - 14:45

Monday 07/02/2022, 08:15 - 14:45

 **PARICIPATION COST:**

The cost includes the course notes and certificate. In the event of classroom led training, coffee, snacks and lunch (only for full day courses) are offered complimentary.

Participation Cost

- Total Cost: €280
- HRDA Subsidy: €144
- Net Cost: €136

For Unemployed

- Please contact us

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Microsoft Excel - Basic Level

COURSE TOPICS

Unit1: Introduction

- How Excel can help you in every day work
- Understanding the screen
- Organizing the Ribbon
- Understanding the Tabs και Groups, Dialog Launcher Buttons

Unit2: Working with Files

- Workbooks and Sheets
- Creating a new Workbooks
- Creating a folders
- Saving a Files
- Opening and Closing a Files

Unit3: Working with Sheets

- Inserting and Deleting Sheets
- Naming Sheets
- Moving and Copying Sheets

Unit4: The Fill Handle

- Working with the Fill Handle
- Exercises

Unit5: Creating a table

- Data Entry—The various data types
- Using AutoSum
- Copying a Formula
- Exercise

Unit6: Columns and Rows

- Inserting and Deleting rows and columns
- Formatting rows and columns
- Hiding/Unhiding rows and columns

Unit7: Creating Simple Formulae

- Creating a Formula
- Correcting a Formula

- Absolute and Relative References
- Exercise

Unit8: Functions

- Using the Function Today
- Using the Insert Function
- The Functions Average, Count, CountA, Min and Max
- Exercise

Unit9: Formatting

- Automatic Formatting
- Copying Formatting
- Formatting Fonts
- Formatting Numbers
- Changing the Alignment
- Borders and Shading
- Removing Formatting
- Exercise

Unit10: Inserting Graphics

- Pictures
- Shape
- Using SmartArt
- Inserting and Formatting Graphs

Unit11: Printing

- Headers and Footers
- Repeat Titles
- The
- Setting Paper Orientation and Margins
- Printing

Registration Form

(To digitally sign, this form must be opened in Adobe Acrobat or Reader)

Seminar Code:
Title:
Start Date:

* Required

A. Organization's Details (if applicable)

* Company/Organization:		* Size:	
Economic Activity:		* Telephone:	
Address:		Postal Code:	
* Authorised person for the registration:		* Email:	
		* Direct Telephone:	
* Number of participants:			

B. Participant's Details (1)

* Title:	* Name:		* Surname:	
Title/ Job Position:			* Email:	
Job description:			* Mobile:	
Reasons for participating in the seminar:				
If lunch is included in the seminar, please state below any dietary preferences:				

B. Participant's Details (2)

* Title:	* Name:		* Surname:	
Title/ Job Position:			* Email:	
Job description:			* Mobile:	
Reasons for participating in the seminar:				
If lunch is included in the seminar, please state below any dietary preferences:				

B. Participant's Details (3)

* Title:	* Name:		* Surname:	
Title/ Job Position:			* Email:	
Job description:			* Mobile:	
Reasons for participating in the seminar:				
If lunch is included in the seminar, please state below any dietary preferences:				

B. Participant's Details (4)

* Title:	* Name:		* Surname:	
Title/ Job Position:			* Email:	
Job description:			* Mobile:	
Reasons for participating in the seminar:				
If lunch is included in the seminar, please state below any dietary preferences:				

B. Participant's Details (5)

* Title:	* Name:		* Surname:	
Title/ Job Position:			* Email:	
Job description:			* Mobile:	
Reasons for participating in the seminar:				
If lunch is included in the seminar, please state below any dietary preferences:				

