



# 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 three courses and covers the basic features of the application.



**CODE:** ED24A08



**DURATION:** 12 hours



**START DATE:** 27/02/2024



**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**

*Delivering training since 1996*

Fax: +22466635, email: [enquiries@editc.com](mailto:enquiries@editc.com)  
Visit our web site at [www.editc.eu](http://www.editc.eu)



# 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 three courses and covers the basic features of the application.

 **VENUE:** Webinar

 **DATES & TIMES:**

Tuesday, 27/02/2024, 08:15 - 14:45  
Thursday, 29/02/2024, 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: €355
- HRDA Subsidy: €240
- Net Cost: €115

#### For Unemployed

- Please contact us

Contact us

 **77 77 72 52**

*Delivering training since 1996*

Fax: +22466635, email: [enquiries@editc.com](mailto:enquiries@editc.com)  
Visit our web site at [www.editc.eu](http://www.editc.eu)

# 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