



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: ED22A43



DURATION: 12 hours



START DATE: Thursday, 07/04/2022



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**

Delivering training since 1996

Fax: +22466635, email: enquiries@editc.com
Visit our web site at www.editc.eu



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 **VENUE:** Webinar

 **DATES & TIMES:**

Thursday 07/04/2022, 08.15 - 14.45

Thursday 14/04/2022, 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:				

Registration Form

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 Not applicable

Please select:

Participants are entitled the Human Resource Development Authority (HRDA) subsidy € 136

Participants are **not** entitled the Human Resource Development Authority (HRDA) subsidy € 280

Participants are unemployed and registered at Public Employment Service Please contact us at 77777252

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

Account Number: 115-01-068696-01

IBAN: CY19 0050 0115 0001 1501 0686 9601

SWIFT/BIC: HEBACY2N

D. Terms and conditions for participation in EDITC seminars

1. 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.**
2. Cancellations should be done in writing at least 5 working days prior to the start date of the seminar. Cancellations that do not meet the above term are invoiced the entire cost of the seminar.
3. The company has the right to cancel or postpone a training program up to one day before the start date of the program.
4. All registrations are strictly prepaid except for credit customers.
5. Participants with less than 75% attendance cannot be subsidized by the HRDA and in such a case the participants (or their company) will have to pay the amount of the HRDA subsidy.
6. 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.
7. Digital Certificates of participation are issued to participants after the completion of the course provided that their financial obligations and obligations regarding HRDA forms are settled.

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

* Signature:

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

* Date:

Stamp (in case of company):