



# Microsoft Excel

## Expert Level For Technical, Scientific & Supervisory Staff

Mastering Excel can be life changing in the workplace regardless of your current position. Working with tables and lists, making decisions based on data analysis, automating calculations with IF functions, comparing lists with VLOOKUP, formatting sheets with Conditional Formatting are some of the few things that you will learn. The course Excel Expert Level introduces the most interesting 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 errors and automate data entry. 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:** ED22A23



**DURATION:** 14 hours



**START DATE:** Tuesday, 05/04/2022

**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



**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:**

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

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

## Expert Level For Technical, Scientific & Supervisory Staff

Mastering Excel can be life changing in the workplace regardless of your current position. Working with tables and lists, making decisions based on data analysis, automating calculations with IF functions, comparing lists with VLOOKUP, formatting sheets with Conditional Formatting are some of the few things that you will learn. The course Excel Expert Level introduces the most interesting 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 errors and automate data entry. 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.



**VENUE:**  
Webinar



**DATES & TIMES:**  
Tuesday, 05/04/2022, 8.15 - 16.00  
Wednesday, 06/04/2022, 8.15 - 16.00



**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: €350
- HRDA Subsidy: €168
- Net Cost: €182

**For Unemployed**

- Please contact us



**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 - Expert Level

## COURSE TOPICS

### 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 spread-  
sheets  
Protecting and Unprotect workbooks and spread-  
sheets  
Protecting a file using passwords

### Unit 5: Templates

Creating new Templates  
Using the existing Templates

### Unit 6: Advanced Number Formatting

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

### Unit 7: Analysis Tools

Creating and Using PivotTables  
Using Goal Seek

Working with Scenarios  
Using Solver (Goal Seek)

### Unit 8: Use data analysis and PivotTables

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

### Unit 9: Auditing

Using the Auditing tools  
Finding and correcting Formulae errors

### Unit 10: Printing

Preparing Sheets for Printing  
Previewing and Printing Multiple workbooks

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)

## 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:	
* <b>Number of participants:</b>			

### 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     € 182

Participants are **not** entitled the Human Resource Development Authority (HRDA) subsidy     € 350

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):