



# EDIT.C

EDUCATION & INFORMATION TECHNOLOGY CENTRE

***Making Training  
an enjoyable experience***



## Microsoft Excel Basic Level

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:** ED19A09

**Duration:** 7 hours

**Start Date:** Tuesday, 26/03/2019

**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

**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



Vocational & Professional Training Provider

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

### Dates and Times:

Dates	Times
Tuesday, 26/03/2019	08:00— 15:45

### Participation Cost

**The cost includes notes, certificate, light lunch and coffee breaks.**

	Total Cost	HRDA Subsidy	Net Cost
Participation Cost	€135	€0.00	€135
For Unemployed	Please contact us		



## Microsoft Excel-Basic Level

### **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 tyoes
- 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



# EDITC

EDUCATION & INFORMATION TECHNOLOGY CENTRE

## Registration Form

**Seminar Code: ED19A09 — Title: Microsoft Excel -Basic Level**

**Start Date: 26/03/2019**

### A. Organization's details (if applicable)

Company/Organization:		Size:	<input type="checkbox"/> Small	<input type="checkbox"/> Medium	<input type="checkbox"/> Large
Economic Activity:		Telephone:		Fax:	
Address:		Postal Code:			
Person responsible for the registration:		Email:			
		Direct Telephone:			

### B. Participant's details (1)

<input type="checkbox"/> Mr <input type="checkbox"/> 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) <input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan				
<input type="checkbox"/> They will participate to the seminar more than one participants ( <i>In this case please fill in the second page as well</i> )				

### 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: € 135

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 participants) 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):



## Registration Form

### B. Participant's Details (2)

<input type="checkbox"/> Mr <input type="checkbox"/> 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)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

### B. Participant's Details (3)

<input type="checkbox"/> Mr <input type="checkbox"/> 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)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

### B. Participant's Details (4)

<input type="checkbox"/> Mr <input type="checkbox"/> 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)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

### B. Participant's Details (5)

<input type="checkbox"/> Mr <input type="checkbox"/> 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)					
<input type="checkbox"/> Fasting <input type="checkbox"/> Vegetarian <input type="checkbox"/> Vegan					

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

Signature:

Date:

Stamp (in case of company):