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EDUCATION & INFORMATION TECHNOLOGY CENTRE

Making Training an enjoyable experience

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.

Microsoft Excel Basic Level For Technical, Scientific & Supervisory Personnel

Code: ED21A26

Duration: 12 hours

Start Date: Tuesday, 20/04/2021

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

Delivering training since 1996

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Vocational & Professional Training Provider

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Microsoft Excel Basic Level For Technical, Scientific & Supervisory Personnel

Venue: Webinar

Dates and Times:

Dates	Times
Tuesday 20/04/2021	08:15 - 13:30
Thursday 22/04/2021	08:15 - 16:00

Participation Cost
The cost includes notes and certificate.

	Total Cost	HRDA Subsidy	Net Cost
Participation Cost	€280	€144	€136
For Unemployed	**Please contact us**		

Microsoft Excel Basic Level For Technical, Scientific & Supervisory Personnel

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

EdITC EDUCATION & INFORMATION TECHNOLOGY CENTRE

Registration Form

Seminar Code: ED21A26 — Title: Microsoft Excel Basic Level
For Technical, Scientific & Supervisory Personnel   **Start Date: 20/04/2021**

A. Organization's details (if applicable)

Company/Organization:		Size:	☐Small	☐Medium	☐Large
Economic Activity:		Telephone:		Fax:	
Address:		Postal Code:			
Person responsible for the registration:		Email:			
		Direct Telephone:			

B. Participant's details (1)

☐Mr ☐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)
☐Fasting ☐Vegetarian ☐Vegan

☐ They will participate to the seminar more than one participants *(In this case please fill in the second page as well)*

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):

☐   For participants entitled the Human Resources Development Authority subsidy (HRDA): € 136

☐   For participants **not entitled** the Human Resources Development Authority subsidy (HRDA): € 280

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 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)

☐Mr ☐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)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (3)

☐Mr ☐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)
☐Fasting ☐Vegetarian ☐Vegan

B. Participant's Details (4)

☐Mr ☐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)
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B. Participant's Details (5)

☐Mr ☐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)
☐Fasting ☐Vegetarian ☐Vegan

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

Signature: Date:

Stamp (in case of company):