



# 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:** ED22B08



**DURATION:** 12 hours



**START DATE:** Monday, 19/9/2022



**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

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 **VENUE: Webinar**

 **DATES & TIMES:**

**Monday, 19/9/2022, 08:15 - 14:45**

**Monday, 26/9/2022, 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: €300
- HRDA Subsidy: €144
- Net Cost: €156

#### **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

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