# 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:** ED23A29

**DURATION:** 12 hours

**START DATE**: 29/06/2023

**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

# EdiTC
EDUCATION & INFORMATION TECHNOLOGY CENTRE

# 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.

**VENUE: Webinar**

**DATES & TIMES:**

Πέμπτη 29/06/2023, 08:15 - 14:30
Πέμπτη 06/07/2023, 08:15 - 16:00

**PARICIPATION COST:**
The cost incudes 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

# 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