

Using Formulas and Functions for Microsoft Excel

Continuing Professional Development

Instructor:

Ermina Stylianou BSc, MBA

The Excel seminar aim to introduce the most basic and useful skills that are needed to work with data in Excel. The seminar will develop the knowledge on how to analyze and utilize data in Excel.

Who should attend the seminar?

The hands-on workshop will ensure that the participants will gain all the skills that needed in Excel.

Upon completion of the seminar, the participants will learn how to use basic formulas to perform calculations, how to manipulate and utilize data, and have a good working knowledge with Excel basic tools.

5 October 2023
09:00 – 13:15 (4 CPD Units)

Registrations:
Fee: €150
Click [here](#) to register

SEMINAR PROGRAMME

		Using Formulas and Functions for Microsoft Excel
Time	Duration	Description
09:00 - 10:45	1:45	Table <ul style="list-style-type: none"> • Sort, Filter, Conditional Formatting • Text to Column • Consolidation
10:45 – 11:00	0:15	C O F F E E B R E A K
11:00 – 12:20	1:20	Basic Formulas <ul style="list-style-type: none"> • Lookup • Calculations • Columns formulas
12:20 – 12:35	0:15	C O F F E E B R E A K
12:35 – 13:20	0:45	Pivot Table <ul style="list-style-type: none"> • Group • Filters/ Slicers • Calculations • Update data source
13:20 - 13:30	0:10	Q & A
TOTAL NET DURATION	4:00	END OF SEMINAR

Certification:

All participants will be awarded a certificate. Each hour of attendance will account for one unit of Continuing Professional Development (CPD) as required for members of most professional bodies.

In-house Seminars:

Globaltraining has been cooperating with many companies in Cyprus and abroad for covering their in-house training needs. Some of these companies are large multinational companies with presence in Cyprus and abroad. The clients we serve include a wide range of industries, including banking, accounting and audit, investment services firms, telecommunication, construction and retail. Tailor-made seminars are offered upon request from clients.