



Aim:

The aim of the course is to provide participants with comprehensive Excel skills, enabling them to implement and interpret formulas in real-world scenarios, master essential and advanced logical functions, and apply the most suitable formulas for various tasks. Participants will learn to work with simple and nested formulas, pivot tables, format data smartly and clean data effectively. Additionally, the course covers the use of wildcards, hyperlinks, tables, and other advanced features. By introducing the latest Excel functions and pivot tables, the course aims to transform participants into Excel experts, making them the coolest geeks in their office.

Who should attend the seminar?

The seminar is ideal for professionals who use Excel regularly and seek to enhance their skills, including business analysts, financial analysts, data scientists, project managers, administrative professionals, and anyone involved in data management and analysis. It is particularly beneficial for those who want to master real-world formula implementation, advanced data formatting, and new Excel functions. Whether you are an experienced Excel user aiming to become more efficient or a novice eager to learn advanced techniques, this seminar will provide valuable insights and practical skills to elevate your Excel Proficiency.

Excel Mastery for Geeks: Real-World Formulas, Pivot Tables and Advanced Features

Instructor:

Kypros Neokleous

Kypros boasts 15 years of experience in the financial services industry. As an adept Fund Manager, he possesses extensive knowledge in research and analysis, demonstrating strong analytical skills and a deep understanding of investment markets. He has managed various asset classes and employed multiple strategies. Throughout his career, Kypros has held numerous roles in the investment services sector, including Trader, Investment Analyst, Portfolio and Fund Manager, and Investment Adviser. He currently serves as the Executive Director, General Manager, Board Member, and Investment Committee Member of IC Realty Ltd. Additionally, he holds director and board positions in other companies, such as Alternative Investment Funds and firms in the EdTech and Real Estate development sectors. Kypros has also successfully delivered lectures over the past six years on CFA Level 1, Microsoft Excel, and AIF & AIFM law. He is a CFA Charterholder and holds an Advanced Certificate from CySEC. His academic credentials include a Master's degree in Banking and Finance from Newcastle University, UK, and a BSc in Statistics and Insurance Science from the University of Piraeus, Greece.

Contact Us:

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October 9th, 2024

9:00 – 17:15

7 CPDs

Ground Based (Nicosia): €160



SEMINAR PROGRAMME

Excel Mastery for Geeks: Real-World Formulas, Pivot Tables and Advanced Features

Time	Duration	Description
09:00 - 11:15	2:15	<ul style="list-style-type: none"> • Course Overview • Essential Excel Shortcuts • Understanding Formula Basics • Real-world scenarios for Formula Application • Common Mistakes and How to Avoid Them • Identifying and Removing Duplicates • Text to Columns and Flash Fill • Overview of New Functions in Excel
11:15 - 11:30	0:15	Break
11:30 - 13:30	2:00	<ul style="list-style-type: none"> • Selecting the most suitable formulas for various tasks • Introduction to Logical Functions • Advanced Logical Functions and Their Applications • Choosing the Right Formula for Each Task • Introduction to Nested Formulas • Practical Examples and Exercises • Tips for Becoming an Excel Geek
13:30 - 14:15	0:45	Lunch Break
14:15 - 15:30	1:15	<ul style="list-style-type: none"> • Creating and Formatting Pivot Tables • Advanced Pivot Table Features • Practical Exercises to Become a Pro
15:30 - 15:45	0:15	Break
15:45 - 16:45	1:00	<ul style="list-style-type: none"> • Advanced Pivot Table Features
16:45 - 17:15	0:30	Summary / Questions and Answers
Total Net Duration	7:00	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.