

# Microsoft Excel: The most basic skills

## Continuing Professional Development

### Instructor:

Ermina Stylianou

### Aim:

The seminar focuses on developing the most basic and useful skills required to work in Excel. Through the practical tasks, the participants will gain the knowledge on how to analyze and utilize data with Excel.

### Objectives:

1. Perform the most basic and in-demand tasks in Excel
2. Understand how to use basic Excel formulas and functions to analyze data
3. Implement Excel capabilities to complete tasks

### Who should attend the seminar?

The seminar is addressed to anyone with no or limited experience in Excel, who wants to develop the basic skills and knowledge in order to perform tasks in Excel.

13 June 2024  
09:00 – 13:15 (4 CPD Units)

**Registrations:**  
Fee: €160  
Click [here](#) to register

**SEMINAR PROGRAMME**

		<b>Microsoft Excel: The most basic skills</b>
<b>Time</b>	<b>Duration</b>	<b>Description</b>
09:00 – 09:45	0:45	<ul style="list-style-type: none"> <li>• <b>Sort, Filter</b></li> <li>• <b>Conditional Formatting</b></li> </ul>
09:45-10:15	0:30	<ul style="list-style-type: none"> <li>• <b>Drop Down</b></li> <li>• <b>Text to Column</b></li> <li>• <b>Consolidation</b></li> </ul>
10:15 – 10:25	0:10	<b>C O F F E E B R E A K</b>
10:25 – 12:10	1:45	<ul style="list-style-type: none"> <li>• <b>Calculations</b></li> <li>• <b>IF function</b></li> <li>• <b>LOOKUP</b></li> <li>• <b>Text functions</b></li> </ul>
12:10 – 12:20	0:10	<b>C O F F E E B R E A K</b>
12:20 – 13:20	1:00	<ul style="list-style-type: none"> <li>• <b>Pivot Table</b></li> <li>• <b>Charts</b></li> <li>• <b>Q&amp;A</b></li> </ul>
<b>TOTAL NET DURATION</b>	<b>4:00</b>	<b>END OF SEMINAR</b>