

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 knowledge on how to analyze and utilize data with Excel.

Objective:

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 limited experience in Excel, who wants to develop the basic skills and knowledge in order to perform tasks using Excel.



Using Formulas and Functions for Microsoft Excel

Instructor:

Ermina Stylianou
BSc, MBA

Ermina Stylianou has been a Recruitment and Enrollment BI Analyst in the University of Nicosia since 2017. With a background in information systems and business administration, Ermina specializes in analyzing enrollments data and providing insights to improve student recruitment and enrollment. Ermina is proficient in using Excel and Power BI to analyze data, and to create detailed reports and dashboards that support data driven decision making. Over the past seven years, Ermina has been dedicated to exploiting data to support institutional goals and aims.

Contact Us:

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November 7th, 2024

9:00 – 13:30

4 CPDs

Ground-Based (Nicosia): €140

SEMINAR PROGRAMME

Using Formulas and Functions for Microsoft Excel		
Time	Duration	Description
		Introduction
9:00 – 9:45	0:45	<ul style="list-style-type: none"> • Sort, Filter • Conditional Formatting
9:45 – 10:15	0:30	<ul style="list-style-type: none"> • Drop Down • Text to Column • Consolidation
10:15 – 10:30	0:15	Break
10:30 – 12:15	1:45	<ul style="list-style-type: none"> • Basic Calculations • IF Function • LOOKUP • Text Functions
12:15 – 12:30	0:15	Break
12:30 – 13:30	1:00	<ul style="list-style-type: none"> • Pivot Table • Charts • 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.