

# 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 seminar applies to anyone with no or limited experience with Excel can participate to gain basic knowledge on how to perform tasks in Excel.

21 April 2023  
09:00 – 13:15 (4 CPD Units)

**Registrations:**  
Fee: €140  
Click [here](#) to register

**SEMINAR PROGRAMME**

		<b>Using Formulas and Functions for Microsoft Excel</b>
<b>Time</b>	<b>Duration</b>	<b>Description</b>
09:00 - 09:50	0:50	<b>Table</b> <ul style="list-style-type: none"> <li>• Sort, Filter, Conditional Formatting</li> <li>• Text to Column</li> <li>• Merge</li> </ul>
09:50 - 10:50	1:00	<b>Basic Formulas</b> <ul style="list-style-type: none"> <li>• Calculations</li> <li>• Lookup</li> <li>• Columns formulas</li> </ul>
10:50 - 11:05	0:15	<b>C O F F E E B R E A K</b>
11:05 - 12:05	1:00	<b>Pivot Table</b> <ul style="list-style-type: none"> <li>• Group</li> <li>• Filters/ Slicers</li> <li>• Calculations</li> <li>• Update data source</li> </ul>
12:05 - 12:15	0:10	<b>Q &amp; A</b>
<b>TOTAL NET DURATION</b>	<b>3:00</b>	<b>END OF SEMINAR</b>

**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.