

SEMINAR PROGRAMME

21/10/2020 Mastering Data Analysis in Excel – Practical Workshop		
Time	Duration	Description
09:00 – 10:30	1:30	Introduction <ul style="list-style-type: none"> • Navigate to Excel via cells, sheets and workbooks • Understanding the different on-screen objects (Toolbars, Status bar, Ribbon, Tabs) • Set options in Excel • Data Formatting • Format Painter, Conditional Setup
10:30 – 10:45	0:15	C O F F E E B R E A K
10:45 – 13:00	1:15	Formulas <ul style="list-style-type: none"> • Reports • Resolve Errors • Basic Types: SUM, COUNT, IF • Text Modes: CEN, MID, LEFT, RIGHT • Data Operations • Basic Macros
13:00 – 13:45	0:45	L U N C H B R E A K
13:45 – 15:00	1:15	Operations <ul style="list-style-type: none"> • Filter, Sort • Pivot Tables • Paste special, duplicate, data import • Control Tools
15:00 – 15:15	0:15	C O F F E E B R E A K
15:15 – 17:15	2:00	Operations (con't) 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.

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.