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|  | WEEKLY TRAINING SCHEDULE | | | | | | | | | |  |  |  |  |  |
|  | **Training:** | **ALL ABOUT MICROSOFT EXCEL** | | | | | | | | |  |  |  |  |  |
|  | **Supervisor:** | | **Gerard Forest** |  |  |  |  |  |  |  |  |  |  |  |  |
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|  | MONDAY | | December 18, 2023 | |  | TUESDAY | | December 19, 2023 | |  | WEDNESDAY | | December 20, 2023 | |  |
|  | **Getting Started with Excel** | | | |  | **Essential Formulas and Functions** | | | |  | **Data Analysis and Manipulation** | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10:00 |  | Understanding the Excel layout | 90' |  | 09:30 |  | Functions - SUM and AVERAGE | 60' |  | 08:00 |  | Master sorting and filtering data | 60' |  |
|  | 12:00 |  | Ribbon, cells, and worksheets | 60' |  | 11:00 |  | Logical functions (IF, AND, OR) | 90' |  | 09:00 |  | Analyse and find specific information | 30' |  |
|  | 13:00 |  | Using styles | 60' |  | 13:00 |  | Lookup functions (VLOOKUP, HLOOKUP) | 90' |  | 10:00 |  | Validation & conditional formatting | 90' |  |
|  | 14:00 |  | How to enter and edit data | 30' |  |  |  |  |  |  | 12:00 |  | Creating basic charts | 90' |  |
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|  | THURSDAY | | December 21, 2023 | |  | FRIDAY | | December 22, 2023 | |  |  |  |  |  |  |
|  | **Advanced Techniques and Functions** | | | |  | **Automation and Macros** | | | |  | **ABOUT THIS TRAINING** | | | |  |
|  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |  |
|  | 09:00 |  | Dive into pivot tables | 120' |  | 10:00 |  | How to record and execute macros | 120' |  |  |  |  |  |  |
|  | 11:00 |  | Analysing large datasets | 90' |  | 13:00 |  | Visual Basic for Applications | 120' |  | Organizations are driven by the need to save time and cost by digitizing the tasks for themselves and all their stakeholders ranging from customers to vendors to business partners. Therefore, recent years have seen a boom in software training that use various technologies. One of the tools used by almost any company is definitely MS Excel.  We are always working to train on the most up‐to-date material, which can become a chore for employees.  Lorem ipsum dolor sit amet, consectetuer adipiscing elit. Maecenas porttitor congue massa. Fusce posuere, magna sed pulvinar ultricies, purus lectus malesuada libero, sit amet commodo magna eros quis urna. Nunc viverra imperdiet enim. Fusce est. | | | |  |
|  | 13:00 |  | INDEX, MATCH, and array formulas | 90' |  |  |  |  |  |  |  |
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|  | SATURDAY | | December 23, 2023 | |  | SUNDAY | | December 24, 2023 | |  |  |
|  | **Getting Started with Excel** | | | |  | **Getting Started with Excel** | | | |  |  |
|  |  |  |  |  |  |  |  |  |  |  |  |
|  | 10:00 |  | Homework #1 | 120' |  | 10:00 |  | Homework #2 | 120' |  |  |
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