Level *Up*

MASTER YOUR DIGITAL SKILLS

Excel

Data Analytics, data literacy & data driven decisions

Workearly

Co-funded by
the European Union

COURSE OVERVIEW

Dive into the dynamic world of Microsoft Excel with a course that's designed to turn beginners into savvy users and sharpen the skills of those already familiar with the program.

From the very first lesson, you'll see how to make Excel do the hard work for you, whether it's sorting through big lists, crunching complex numbers, or cleaning up data until it's crystal clear.

OUR GOALS

1. Equip Learners with Practical Data Management Skills

2. Bridge the Gap Between Theoretical Knowledge and Real-World Application

3. Encourage Data-Driven Decision Making in Professional Environments

4. Cultivate Lifelong Learning and Adaptability

COURSE DESCRIPTION

Excel is a straightforward and engaging course ideal for anyone looking to get more out of Microsoft Excel. Whether you're new to Excel or looking to sharpen your skills, this course breaks down Excel's features into easy-to-understand segments.
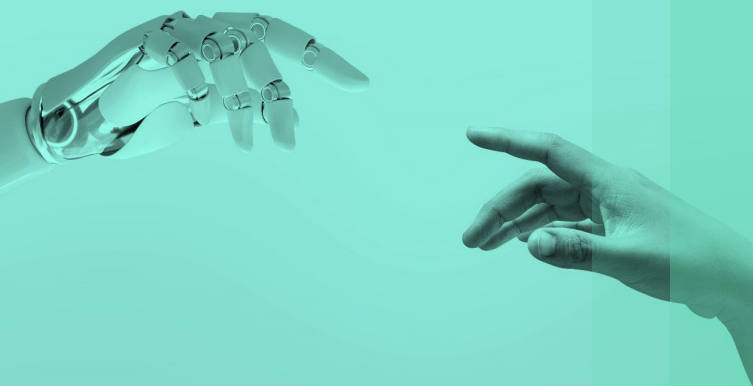
Main Topics :

1. **Basic Functions: Discover Excel's essential tools and how to use them for everyday tasks.**

2. **Pivot Tables: Learn to quickly organize and summarize your data in clear, informative ways.**

3. **Advanced Formulas: Get comfortable with more complex formulas to handle a variety of data tasks.**

4. **Data Cleaning: Find out how to tidy up and prepare your data for analysis.**

5. **Lookup Functions: Master the art of finding and retrieving information from large data sets.**

6. **Practical Applications: Apply what you learn with real-world examples and exercises.**

COURSE INFO

Location	**Workearly Platform**
Starting Date	**26.02.2024**
Time	**15:00 CET**
Duration	**15 hours**
Cost	**Participation is fully funded by the European Union, under the Level Up Project**

Level Up

Enroll Now

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