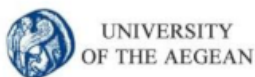




## UNIVERSITY OF THE AEGEAN



In the framework of the SCIREA (*Science4Refugees in the Aegean*) project we organized and realized a four-day seminar (hand-on workshop), consisting of 12 educational hours from 01 to 04 July 2019. The seminar took place in the premises of the University of the Aegean in Mytilene. There were 18 participants all of which were educated (at least colleague graduates) asylum seekers. The topic of the seminar was:

### Training on intermediate/advanced Excel skills

The program of the seminar was as follows:

Date: Monday 01/07/2019, Time: 09:00 - 12:00

- ✓ Creating simple and dependent drop down lists - Using the INDIRECT function
- ✓ Introduction to Scatterplots - Creating a trendline in a Scatterplot - Assessing the relationship between two variables
- ✓ Introduction to Line Charts - Creating doplines & a trendline in Line Charts

Date: Tuesday 02/07/2019, Time: 09:00 - 12:00

- ✓ Highlighting MAX and MIN values on a Column Chart
- ✓ Creating a combination Chart (e.g. a line & column graph combination)
- ✓ Creating an interactive Chart - Using the MATCH & INDEX functions

Date: Wednesday 03/07/2019, Time: 09:00 - 12:00

- ✓ Essential conditional formatting tricks (e.g. how to format an entire row, how to use multiple conditions for formatting)
- ✓ Creating a Pivot Table - Specifying PivotTable data - Changing a PivotTable calculation - Creating a Pivot Chart

Date: Thursday 04/07/2019, Time: 09:00 - 12:00

- ✓ Practicing various Excel features - Hands-on training on Excel

## **The SCIREA team**

Ourania Tzoraki: co-ordinator

Ilias Siarkos: organizer-tutor

Maria Lagou: organizer

Amir Abas: organizer

