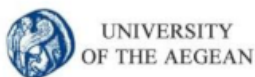




## UNIVERSITY OF THE AEGEAN



In the framework of the SCIREA (*Science4Refugees in the Aegean*) project we organized and realized a six-day seminar (hand-on workshop), consisting of 24 educational hours from 12 to 18 June 2019. The seminar took place in the premises of the University of the Aegean in Mytilene. There were 9 participants all of which were educated (at least colleague graduates) asylum seekers. The topic of the seminar was:

### Training on basic Excel skills

The program of the seminar was as follows:

Date: Wednesday 12/06/2019 & Thursday 13/06/2019, Time: 10:00 - 14:00

- ✓ Introduction to Excel - Understanding the main Excel screen elements
- ✓ Saving & opening Workbooks - Inserting & managing Worksheets
- ✓ Entering, handling & formatting data in Excel
- ✓ Formatting rows, columns, cells
- ✓ Practicing various Excel features

Date: Friday 14/06/2019 & Saturday 15/06/2019, Time: 10:00 - 14:00

- ✓ Introduction to various Excel features (i.e. "fill handle", "flash fill", conditional formatting)
- ✓ Sorting/Filtering data
- ✓ Working with charts in Excel - Selecting the correct chart for any situation
- ✓ Exploring, creating & formatting charts
- ✓ Practicing various Excel features

Date: Monday 17/06/2019 & Tuesday 18/06/2019, Time: 10:00 - 14:00

- ✓ Introduction to formulas & functions
- ✓ Creating formulas - Using formulas for arithmetic tasks
- ✓ Inputting Excel functions - Using functions for arithmetic tasks
- ✓ Practicing various Excel features

## **The SCIREA team**

Ourania Tzoraki: co-ordinator

Ilias Siarkos: organizer-tutor

Maria Lagou: organizer

Amir Abas: organizer

