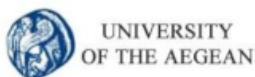




UNIVERSITY OF THE AEGEAN



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 25 to 29 June 2019. The seminar took place in the premises of the University of the Aegean in Mytilene. There were 19 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: Tuesday 25/06/2019, Time: 09:00 - 12:00

- ✓ 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

Date: Thursday 27/06/2019, Time: 09:00 - 12:00

- ✓ 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

Date: Friday 28/06/2019, Time: 09:00 - 12:00

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

Date: Saturday 29/06/2019, 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

