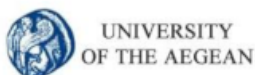




UNIVERSITY OF THE AEGEAN



In the framework of the SCIREA (*Science4Refugees in the Aegean*) project we organized and realized a three-day seminar, consisting of 6 educational hours from 25 to 30 July 2019. The seminar took place in the premises of the “One Happy Family” center in Mytilene. There were 18 participants (separated into 2 groups), while the topic of the seminar was:

Training on basic Excel skills

The program of the seminar was as follows:

Date: Thursday 25/07/2019, Time: 14:00 - 16:00

1st participant group

- ✓ Introduction to Excel - Understanding the main Excel screen elements
- ✓ Saving & opening Workbooks - Inserting & managing Worksheets
- ✓ Entering, handling & formatting data in Excel

Date: Friday 26/07/2019, Time: 14:00 - 16:00

1st participant group

- ✓ Entering, handling & formatting data in Excel
- ✓ Introduction to various Excel features (i.e. “fill handle”, “flash fill”)

2nd participant group

- ✓ Introduction to Excel - Understanding the main Excel screen elements
- ✓ Saving & opening Workbooks - Inserting & managing Worksheets

Date: Tuesday 30/07/2019, Time: 14:00 - 16:00

2nd participant group

- ✓ Entering, handling & formatting data in Excel
- ✓ Introduction to various Excel features (i.e. “fill handle”, “flash fill”)

The SCIREA team

Ourania Tzoraki: co-ordinator

Ilias Siarkos: organizer-tutor