Excel Training at TGI FRIDAYS

AGENDA

|  |  |  |  |
| --- | --- | --- | --- |
| We Start at 09:00 |  |  |  |
|  |  |  |  |
| **Topic** | **Minutes** | **Running minutes** | **Finish Time** |
| SHEET MANIPULATION | 15 | 15 | 09:15 |
| FILTERING | 20 | 35 | 09:35 |
| OUTLINING DATA | 20 | 55 | 09:55 |
| PIVOT-TABLES | 50 | 105 | 10:45 |
| BREAK  | 15 |  | 11:00 |
| CHARTS | 40 | 40 | 11:40 |
| DATE AND TIME FUNCTIONS | 10 | 50 | 11:50 |
| ABSOLUTE AND RELATIVE REFERENCES | 10 | 60 | 12:00 |
| CONDITIONALS | 45 | 105 | 12:45 |
| LUNCH | 60 |  | 13:45 |
| CONDITIONAL FORMATTING | 30 | 30 | 14:15 |
| INFORMATION FUNCTIONS | 15 | 45 | 14:30 |
| STRING FUNCTIONS | 15 | 60 | 14:45 |
| SEARCH AND RETRIEVE DATA | 30 | 90 | 15:15 |
| NAMED SCENARIOS | 10 | 100 | 15:25 |
| BREAK  | 15 |  | 15:40 |
| STATISTICAL/ MATH FUNCTIONS | 10 | 10 | 15:50 |
| RECORD A MACRO | 10 | 20 | 16:00 |
| TIPS AND TRICKS | 20 | 40 | 16:20 |
| Questions and Answers | 50 | 90 | 17:10 |
| Evaluation Survey | 5 | 95 | 17:15 |
|   |   |  |  |
| **Total Minutes** | **490** | 8,17 | hours |
| Total Training Minutes | 400 | 6,67 | hours |
|  |  |  |  |
| Evaluation Link |  |  |  |
| <http://app.surveyhabitat.com/s/improvast/128> |  |  |  |

**Lefkios Paikousis**