



The Institute of Certified Public Accountants of Cyprus (ICPAC)

Agenda for the webinar “Microsoft Excel: Basic Excel Skills”

Time / Duration	Session
09:00 – 10:00	Section 1: Excel Basic Functions <ul style="list-style-type: none">• Worksheets, Formatting, cells• Data input• Home tab
10:00 - 10:15	Break
10:15-11:45	Section 2: Understanding the Formulas <ul style="list-style-type: none">• Sum• Average, IRR, NPV and other return functions• True, False• If Function
11:45 – 12:00	Break
12:00 – 13:00	Section 3: • Data adjustment/Cleaning <ul style="list-style-type: none">• Text Functions• Cleaning Data• Lock cells• Text to Columns• Flash Fill
	END SEMINAR

Duration of Day: 4 hours (breaks included), 3 CPD units

Instructor:

Kypros Neokleous, Experienced Analyst and Fund Manager, CFA Charterholder and certified with the advanced certificate from CySEC, Globaltraining