ON 27/04/2020, THE CERTIFICATE OF SUCCESSFUL COMPLETION OF THE COURSE

MICROSOFT EXCEL BASIC

HAS BEEN AWARDED, WITH THE FINAL VOTE 75/100 TO

Katia Bianchini

BORN IN TERNI ON 01/04/1981

Topics covered in the 50-hour course:

Excel files, Menu and Environment, Cells and indexing, Rows and columns, Excel spreadsheet, What can a cell contain, Copy and Paste, Drag, An effective data selection, Lists and numeral series, Usefulness of “Find and select ”, How to order the data quickly, Formatting from user interface, Effective formatting, Preview worksheet pages before print, Excel Template, Operators, The BODMAS logic, Absolute, relative and mix references, Evaluate formulas, Display formulas, Function syntax, SOMMA() function, Count and analysis functions, Sum and analysis functions, How does CERCA.VERT() work, SE() function, SE.ERRORE() function, Number format, Add shapes in Excel, "Selection box”, Align shapes, Images, SmartArt, Add a chart, Chart properties, Combined charts, Add a secondary axis in a chart.

ACCADEMIA DOMANI

This Certificate is verified by VeriForm:

FABIO REBECCHI

Legal Representative

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