ON 16/02/2021, THE CERTIFICATE OF SUCCESSFUL COMPLETION OF THE COURSE

MICROSOFT EXCEL INTERMEDIATE

HAS BEEN AWARDED, WITH THE FINAL VOTE 95/100 TO

Katia Bianchini

BORN IN TERNI ON 01/04/1981

Topics covered in the 55-hour course:

AutoFilter in Excel, Check formulas in Excel, Extract data from sub-tables, Remove duplicates, Functions CERCA.VERT() and CONFRONTA(), Date concept in Excel, Date functions, Helper column, Workdays, Text functions in Excel, Assign names to single cells and ranges, Modify and drag&drop names, Add and modici comments, Convalidate data: input and error messages, Spreadsheet protection, Introduction to Pivot Tables, Database and table format, Create, update and format a Pivot table, Slicers, MultiSlicer, Slicer Formatting, Function INFO.DATI, Summarize value field settings, Incremental Summing in Excel, Group, Sort, Pivot Charts, Sales report example, Dashboard design: layout, Dashboard finalization.

ACCADEMIA DOMANI

This Certificate is verified by VeriForm:

DOTT. FABIO REBECCHI
Legale Rappresentante

ACCADEMIA DOMANI S.A.S.
di Rebecchi Fabio
Via Pietro Blaserna 40, 00146 Roma
C.F. e P.IVA 04909251003

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