

## More complex work with data in Excel

23 April 2025

At 9.00.

Webinar

Fee per participant:

Micro, small and medium-sized enterprises: free of charge,,

Large companies: 500 €.

At the workshop, participants will get to know and learn how to use Excel when working with a large number of data. We will process data in different ways and use examples to see what possibilities Excel offers for processing data and producing reports. We will edit data using filters, partial sums, pivot tables, etc.

### Content:

- advanced sorting and filtering of data,
- creating partial sums,
- creating various analyses using pivot tables,
- linking tables with LOOKUP functions, and
- creating advanced printouts and reports.

IMPORTANT: Basic knowledge of Excel is desirable. Participants should bring their own computers on which to work on the exercises.

The training is for:

✓ analysts,

✓ accountants,

✓ economists,

✓ company secretaries,

✓ managers and

✓ anyone who deals with complex data tables in their work.

Lecturer:

The workshop will be led by Zdenko Potočar, lecturer in informatics and electronic commerce at the Higher Vocational School at the School of Economics Novo mesto, who has many years of experience in providing adult education in the field of computer science and informatics. The lecturer, who is the author of several textbooks and professional articles, is leading computer courses for all major companies in Dolenjska.

Registration fee:

The price covers participation in the event, materials and certificates. Certificates will be issued upon request.

### Registration:

Applications are accepted until places are filled. The deadline for any cancellation in writing is 22 May 2025. Otherwise, we will charge you the full registration fee!

### Payment

Please transfer the registration fee in advance to the GZDBK business account at NLB, d. d., Ljubljana, number SI56 0297 0025 6614 247, reference 20250423 + your company's registration number.

GZDBK registration number: 2295032. GZDBK VAT ID: SI68152990.

Please present the receipt of payment no later than upon arrival at the event.

The event takes place as part of the SRC-EDIH project.

