



Accelerated Learning



Action Learning



Growth Mindset



Peer-to-Peer



Lifelong Learning

## Gestamp Excel – Group 2

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This diploma is awarded to

Erika Andersson

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for successfully completing

Gestamp Excel – Group 2

20 October 2021 – 22 October 2021

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Emma Stelin-Nilsson, Program Manager





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## Gestamp Excel – Group 2

### Description of the program

Having knowledge and skills in Excel is not just an advantage – it is necessary. The training focus on the basic functionalities as well as more advanced tools, which provide the participant with an ability to process information in Excel in an efficient and structured way.

### Program Content

- Create formulas and equations
- Add favorite tools to the Quick Access Toolbar
- Methods for understanding other people's Excel sheets
- Connect and work with multiple sheets at once
- Create lists and tables
- Freeze headings
- Create dynamic charts
- Use conditional formatting
- Use flash fill to share, merge and complete data
- Use data validation
- Use built-in features like IF and VLOOKUP
- Transform and analyze large amount of data into valuable information in pivot tables and pivot charts

### AW Academy

At AW Academy, we believe that learning is a process that occurs when the individual interacts with others, to embrace and implement knowledge, skills, and competence. Consequently, we place great emphasis on identifying and developing the individual's capacity for learning. Besides learning new subjects' areas, individual's at AW Academy, get to practice our pedagogical methods which lays a great foundation for their skill in learn-to-learn.