

# CERTIFICATE

## Magdalena Harezlak

Has successfully completed test requirements of  
The European Information Technologies Certification Programme

### EITC/BI/MSOEX Spreadsheets software fundamentals (Microsoft Office)

**Certification Programme examination result:**

 83.89%

**Certification Programme description:**

Introduction: basic definitions and concepts (cell, cell edition, formulas), sample formulas, cell references (relative, absolute), cell formatting (number formats, graphical formatting); Usage of spreadsheets in business: sample formulas and functions (basic, statistical, financial, etc.), pivot tables (creation, filters, row and column labels, values, functionality), data grouping, data sorting, data validation (validation criteria, messages); Charts: chart creation, chart data, chart types, chart as an object (design, layout and format tabs), chart graphical and 3D formatting, sample charts; Excel options, module installation and usage (Solver tool example); Visual Basic language in Excel: basic concepts in VB (variables and arrays, procedures and functions, conditional statements, loops, cell and sheet access), macros (VB editor, defining events, creation, running and examples of macros)

**Certificate Programme version/revision:** EITC/BI/MSOEXv1r1

**Earned ECTS credits:** 2



**CERTIFICATE ID: EITC/BI/MSOEX/NRH/13005026**

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