



European and Global Studies

# **Introductory Seminars Series**

## **Introduction to Informatics**

Dr Maddalena Rodelli

**20-25 September 2021 from 10 AM to 12 AM**  
**Online / Face-to-face to be confirmed**

### SEMINARS PROGRAM

**20 September**

Writing? it's easy if you do it smart

**21 September**

Being a star is a matter of using word processor

**22 September**

What is a spreadsheet?

**23 September**

How to produce a chart in 5 minutes

**24 September**

Ridiculous rules about arrays

**25 september**

A few things you must know about pivot tables