



تقدم دورة تدريبية في

Microsoft Excel for Professionals

Date: From 30-12-2017 to 06-01-2018

Location: Jeddah | KSA



Course Content:

1 - General Introduction
▪ What is Excel
▪ Why Excel is popular
▪ IDE of Excel
2 - Performing Calculations
▪ Create Worksheet Formulas
▪ Insert Functions
▪ Reuse Formulas and Functions
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▪ Apply Text Formats
▪ Apply Number Formats
▪ Align Cell Contents
▪ Apply Styles and Themes
▪ Apply Basic Conditional Formatting
▪ Create and Use Templates
4 - Printing Workbooks
▪ Preview and Print a Workbook
▪ Set Up the Page Layout
▪ Configure Headers and Footers
5 - Working with Functions
▪ Work with Ranges
▪ Use Specialized Functions
▪ Work with Logical Functions
▪ Work with Date & Time Functions
▪ Work with Text Functions
6 - Analyzing Data
▪ Create and Modify Tables
▪ Apply Intermediate Conditional Formatting
▪ Apply Advanced Conditional Formatting
7 - Visualizing Data with Charts
▪ Create Charts
▪ Modify and Format Charts
▪ Use Advanced Chart Features
8 - Analyzing Data with PivotTables and Slicer
▪ Create a PivotTable
▪ Analyze PivotTable Data
▪ Present Data with PivotCharts
▪ Filter Data by Using Timelines and Slicers
9 - Working with Multiple Worksheets and Workbooks
▪ Use Links and External References
▪ Use 3-D References
▪ Consolidate Data
10 - Using Lookup Functions and Formula Auditing
▪ Use Lookup Functions
▪ Trace Cells

- Watch and Evaluate Formulas

11 - Automating Workbook Functionality

- Apply Data Validation
- Search for Invalid Data and Formulas with Errors
- Work with Macros

12 - Forecasting Data

- Determine Potential Outcomes Using Data Tables
- Determine Potential Outcomes Using Scenarios
- Use the Goal Seek Feature
- Forecasting Data Trends