

الدورة التدريبية حول "Excel For Finance"

معهد باسل فليحان المالي والاقتصادي، آذار 2020

المدرّب: الدكتور شادي جوهر

اليوم الأول : 9 آذار 2020	
- Intermediate Excel Review: 1/2 Basic Revision - Customization, Ribbon and Cell Naming	12:00 - 1 :45
Break	1 :45 - 2 :00
Intermediate Excel Review: 2/2 Conditional functions-Date and time functions Text functions -Formula auditing	2 :00 - 3 :30

اليوم الثاني : 11 آذار 2020	
More into Formulas and functions Logical functions: (COUNTIF, SUMIF, AVERAGEIF)	12:00 - 1 :45
Break	1 :45 - 2 :00
Exercises: Introduction to What If analysis	2 :00 - 3 :30

اليوم الثالث: 16 آذار 2020	
Database management: Sort – Filter – Advanced Filter – Database functions and data analysis: (DCOUNT, DSUM, DAVERAGE)	12:00 - 1 :45
Break	1 :45 - 2 :00
V-Lookup, Matching and Indexing Exercises	2 :00 - 3 :30

اليوم الرابع : 18 اذار 2020

Chart editing: Edit the design, layout and format of a chart Conditional formatting	12:00 - 1 :45
Break	1 :45 - 2 :00
Share and protect Microsoft Excel book Use built-in template – Create new template – Protect the workbook and worksheet	2 :00 - 3 :30