

Training Courses February



2024

Microsoft Excel Introduction

Dates: 18 - 22 February 2024

Time: 10:00 a.m. - 02:00 p.m.

Fees: 75 K.D.

Objectives:

At the end of the course, participants will be able to:

- To provide participants with a comprehensive understanding of Microsoft Excel's interface, navigation, and key components.
- To enable participants to proficiently enter, edit, and format data in Excel spreadsheets.
- To familiarize participants with basic formulas and functions in Excel for performing calculations and data analysis.
- To introduce participants to data manipulation techniques such as sorting, filtering, and creating tables.
- To teach participants how to create charts and graphs to visually represent data in Excel.
- To demonstrate the use of Excel's built-in analysis tools for exploring data and identifying trends.
- To equip participants with the knowledge to collaborate on Excel workbooks, track changes, and protect data.
- To provide participants with techniques for improving productivity and efficiency in Excel, such as using shortcuts and automation features.
- To encourage critical thinking and problem-solving skills by presenting real-world scenarios and challenges that can be solved using Excel.

Prerequisites: Training will be in English.

No prerequisites needed, only laptop is needed with excel installed.

Instructor: Eng. Laila Aljumaah.

Participants: KISR Staff Only.

