

# Training Courses January



2025

## MS-Excel 2016: Advanced

**Dates:** 12 - 14 January 2025

**Time:** 09:00 a.m. - 01:00 p.m.

**Fees:** 75 K.D.

**Objectives:**

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

- Apply Excel tools to properly manage data and generate summary results.
- Generate custom graphs and analyze data.
- Understand how to build data models and perform sensitivity analysis.
- Use Excel pivot table tools to study and analyze questionnaires.
- Understand Excel macros to automate tasks and write small programs.

**Prerequisites:** Participants need to have completed the Introductory Excel course.

**Instructor:** Mr. Abdulwahab Al-Othman

**Participants:** Participants need to be familiar with basic spreadsheet concepts and to have used it in their work.

