

الدورة التدريبية في المعلوماتية حول
المجدولات ٢٠١٠ - مستوى متوسط

Microsoft Excel 2010- Professional Level

Day 1	Time
<ul style="list-style-type: none"> ➤ Intermediate Excel Review: Conditional functions – Date and time functions - Text functions - Formula auditing 	8:30-10:30
Day 2	Time
<ul style="list-style-type: none"> ➤ 3D formulas and functions 	8:30-10:30
<ul style="list-style-type: none"> ➤ Logical functions and logical analysis: What If analysis - (COUNTIF, SUMIF, AVERAGEIF) 	
Day 3	Time
<ul style="list-style-type: none"> ➤ Database management: Sort – Filter – Advanced Filter – V-Lookup ➤ Database functions and data analysis: (DCOUNT, DSUM, DAVERAGE) 	8:30-10:30
Day 4	Time
<ul style="list-style-type: none"> ➤ Chart editing: Edit the design, layout and format of a chart ➤ Conditional formatting 	8:30-10:30
<ul style="list-style-type: none"> ➤ Share and protect Microsoft Excel book Use built-in template – Create new template – Protect the workbook and worksheet 	
Day 5	Time
<ul style="list-style-type: none"> ➤ Reporting: Subtotal – Pivot table 	8:30-10:30
<ul style="list-style-type: none"> ➤ Evaluation 	