

SPREADSHEET ANALYSIS WITH MS EXCEL

Course Duration : 12-15 November,2018

Timing : 09:30-13:30

Venue : Room # 214, BIM, Dhaka
Contact : Farkhunda Dorin,
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Course Fee : Tk. 6,000/- (Excluding All)

SPREADSHEET ANALYSIS WITH MS EXCEL

Target Group/who should attend:

Executives from public service, private service, donor agencies, Students, Financial Analysts, Researchers and anyone interested in learning Excel. Participants must have basic knowledge on Excel. Any individual, graduate from any discipline working in private, public and NGO or self-employed.

Background of the course:

Microsoft Excel is most widely used productivity tool in today's corporate world and education sector. Day to day corporate analysis, reporting, tools and applications are prepared with Excel. It will be an advantage for course attendees to learn practical and advanced usages of Excel for office and academic activities. Participants will work extensively with practical examples. On completion of the course, participants will be able to readily apply the concepts discussed during the sessions in their specific organizations. This is a hands-on, intensive, rigorous and intellectually challenging program. Participants will learn exceptionally valuable skills that have become increasingly essential for every modern day enterprise.

Course Objectives

The course is designed to provide the basic to intermediate knowledge on Microsoft Excel. Participants will be able to:

- Gather knowledge about the versatile use of Microsoft Excel
- Understand the use of different Excel functions & formulas in their real life work
- Understand the basic calculation of different functions & formulas
- Create a data sheet using different data validation method
- Data Analysis using charts & graphs
- Data representation using different formatting

Evaluation Method:

- **Learning level** - Pre-test and post test.
- **Reaction Level:** Training evaluation.

Course Outline

#	Session Title	Duration (hr)	Training Methods
1.	Inauguration, Registration, Sharing course outline, Participant's Need Analysis, Pretest	1	Discussion
2.	Common and Special Operations	1	Demonstration, Exercise
3.	Cell References, Formatting & Styles	2	Demonstration, Exercise
4.	Sort, Filter and Advanced Filter	2	Demonstration, Exercise
5.	Conditional Formatting	2	Demonstration, Exercise
6.	Data Validation	1	Demonstration, Exercise
7.	Charts	1	Demonstration, Exercise
8.	Functions (logic, Math)	4	Demonstration, Exercise
9.	Functions (Date, Lookup)	1	Demonstration, Exercise
10.	Post test	1	Exercise
	Total contact hour	16	