

Agenda

عنوان الدورة: Data Analysis using Excel

موقع: معهد باسل فليحان المالي والاقتصادي

تاريخ: 5 و6 آب 2026

المدرّب: وليم عون

التوقيت	
الأربعاء 5 آب 2026	
<ul style="list-style-type: none"> ▪ Introduction to Data Analysis using Excel ▪ Working with Excel Tables and Structured Data ▪ Data Cleaning and Preparation Techniques ▪ Applying Logical Functions (IF, IFS, AND, OR) ▪ Utilizing Lookup Functions (XLOOKUP, INDEX & MATCH) ▪ Working with Text and Date Functions 	11:00 – 9:00
استراحة	11:30 – 11:00
<ul style="list-style-type: none"> ▪ Dynamic Array Functions (FILTER, UNIQUE, SORT) ▪ Data Validation and Error Handling Techniques ▪ Advanced Sorting and Filtering ▪ Introduction to Power Query 	14:00 – 11:30
الخميس 6 آب 2026	
<ul style="list-style-type: none"> ▪ Data Analysis using PivotTables ▪ Advanced PivotTable Calculations and Analysis ▪ Interactive Reporting using Pivot Charts and Slicers ▪ Applying Conditional Formatting for Data Insights ▪ Trend Analysis and KPI Reporting ▪ What-If Analysis 	11:00 – 9:00
استراحة	11:30 – 11:00
<ul style="list-style-type: none"> ▪ Dashboard Design and Development ▪ Data Visualization using Charts ▪ Interactive Dashboards ▪ KPI Development and Reporting ▪ Business Reporting Techniques 	14:00 – 11:30

للمزيد من المعلومات: منسقة التدريب سوزان قوصان 70/780033