MS OFFICE – IT TOOLS TRAINING
Advanced Program
2023

SCHEDULE

WEEK 1

Session 1: MS Excel (2 hours) — Monday 23 January
- Data management and data format (related to managing huge data for statistical use and securing data on Excel)
- Surfing Excel data: format worksheet, modify columns and rows, edit workbooks, use view options, use view options...
- Mathematical functions and index match: SQRT, RAND, count, countA, countIf, sum, sumIf, division, multiplication, index match, vlookup, hlookup...
- Import data to Excel from other applications

Session 2: MS Excel (2 hours) — Thursday 26 January
- Logical functions (If, and, false, true...)
- Advanced Logical functions: (If, And), (If, Or) formulas...
- Layout formulas: concatenate, Left, Mid, Right, Trim...
- Date and time functions (now, datevalue...)
- Financial formulas (PV, FV, yield, IRR...)

WEEK 2

Session 1: MS Excel (2 hours) — Monday 30 January
- Charts graphs, and pivot tables
- Data function for creating Reports (compact, tabular...)
- Use and set print options
- Manipulating data on Excel: Index formula, Max Min functions, Round function, Randbetween, statistical functions (STD deviation, mean, variance...)
- Conditional formatting: differentiate the rows and the columns
- Best Excel shortcuts

Session 2: MS Word (2 hours) — Thursday 02 February
- Management of documents: Secure a document, add references and links, multiple views, ribbon collapse...
- Convert tables to graphs
- Use mail merge: to create letters labels...
- Use templates: to automate mail formatting
- Write equations in word: insert an equation, use symbols table...
- Customize Formats: using tables and charts
- Advanced review function: translate languages
- Document inspector: inspect a document, check accessibility...
- Manage hidden text: create a quiz by hiding the answers, control layout for specific jobs, print two versions and in one hide portions of text, temporary hide confidential information, add bookmarks...

WEEK 3

Session 1: MS Power Point (2 hours) — Monday 06 February
- Create a PPT presentation
- Work on layouts: use different layouts for slides
- Edit and display information in tables
- Using the slide master: edit slides and layouts
- Insert function: insert tables, graphs, pictures from other documents
- Presentation views: work with objects, flowcharts, graphical elements...
- Slide show: customize your slide show and presentation, work on design templates, presentation views...

Session 2: MS Power Point (2 hours) — Monday 13 February
- Hyperlinks: create interactive presentations using the hyperlink function
- Customized presentation: create narrated presentations
- Work with different types of data
- Create advanced transitions and animation
- Screencast: create a screen recording
- Customize your slides: convert a presentation to other formats

WEEK 5

Session 1: One drive for Business (2 hours) — Thursday 16 February
- Backup and documents' storing: store private documents and access it anytime, anywhere
- Browser version of one drive: use the desktop client app and the browser version of one drive
- Documents sharing and accessibility: how to check document shared, how to search for documents, share files using one drive, upload, copy, delete and download folders, recover deleted documents, create new documents, or upload existing documents
- Manage sharing permissions
- Document access without internet connection
- Troubleshoot: fixing one drive sync, account frozen definition...

WEEK 4

Session 1: Surveys and questionnaires (2 hours) — Monday 20 February
- Google forms: create a survey or quiz
- Different type of data: quantitative or qualitative
- Configure rating scale questions
- Layout settings: reposition questions, add a theme, add a section
- Work with survey responses
- Modify the settings: of a survey or quiz
- Share the survey or quiz
- Data collection method

Session 2: Data Privacy & information security (2 hours) — Thursday 23 February
- Cyber security and concept
- Network and application security
- Data security: protecting data from threats, cyber-attack...
- Security topics: safe password practices, phishing, scams, malaware (virus, trojan, spyware, ransomware ...) removable media, mobile security...
- Data sharing: social engineering, browser security, multi-factor authentication, wifi practices...
- Disaster recovery and business continuity

TRAINER

Dr. Elie G. Chahwan

Elie Chahwan is currently Dean of the Faculty of Business and Insurance at the Lebanese German University (LGU) since 2020.

Backed with 20+ years of professional experience in finance and accounting, Elie Chahwan held strategic managerial positions in Risk and Finance. In the last 10 years, he first occupied the position of Chief Financial Officer in a public financial institution in KSA, where he helped creating the company, setting up the finance and accounting department, and implementing finance software. Within 3 years, the company reached USD 1 Billion of total balance sheet. Before that, he was also a CFO in a Lebanese bank, where he worked closely with external auditors, supervisory authorities and consultants.

The long successful teaching career, the various skills acquired from the professional world, combined with several implementations of operating systems, backed him with a strong knowledge of information systems, data security, computer literacy and control functions.

He holds a Doctorate in Business Administration from Grenoble Ecole de Management and a Master degree from Montesquieu- Bordeaux IV in France.