

Microsoft Excel training plan: Data analysis and business modelling (Fundamentals)

Trainer name: Hasan Shams Ahmed

Training venue: Veritas Academy/Online, Gulshan, Dhaka

Serial	Date of session	Content	Learning hierarchy	Comments
1		Basic spreadsheet modelling Range Lookup functions INDEX, MATCH and Text functions Date and date functions Circular references Time and time functions	Knowledge Comprehension	
2		Financial functions: NPV, IRR, others	Knowledge Comprehension	
3		Paste special Three dimensional formulas and hyperlinks Auditing tools OFFSET, INDIRECT functions Conditional formatting Sorting	Knowledge Comprehension	
4		IF, COUNTIF, COUNTIFS, COUNT, COUNTA, COUNTBLANK functions SUMIF, AVERAGEIF, SUMIFS, AVERAGEIFS functions Sensitivity analysis with data tables Goal seek Scenario manager	Knowledge Comprehension	

Please note that after every session, tasks will be handed out for assessment and feedback. There is NO capstone project until the end of the training programme.

Learning Assets: Slides, Spreadsheets

Hardware: Windows-based work environment

Query-handling will be post-session only.

Each session should last between 1.5 to 2 hours with two breaks of 10 minutes each for the longer session, and one break of 10 minutes for the shorter session.