

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

Trainer name: Hasan Shams Ahmed

Training venue: Veritas Academy/Online, Gulshan, Dhaka

Serial	Date of session	Content	Learning hierarchy	Comments
1		Tables Solver (optimal product mix, workforce scheduling, transportation and distribution problems, capital budgeting, financial planning, travelling salesperson problem)	Knowledge Comprehension	
2		Data validation Data summarization (histogram, Pareto, descriptive statistics)	Knowledge Comprehension	
3		Pivot Tables and slicers and the Data Model	Knowledge Comprehension	
4		Power Pivot	Knowledge Comprehension	
5		Capstone project instructions and handout	Application	
6		Capstone project presentation and discussion	Application	

Please note that after every session, tasks will be handed out for assessment and feedback. The capstone project will be a holistic exercise incorporating major elements of the training programme incorporating both the fundamentals and the applications.

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.