

Delivery Plan (Weekly Syllabus)

المنهاج الاسبوعي النظري

	Material Covered
Week 1	Basic Schemes & Features
Week 2	Basic Schemes & Features
Week 3	Interactive workbook window
Week 4	Settings
Week 5	Mouse Pointers
Week 6	Worksheet
Week 7	Cell, Row, Column
Week 8	Selection
Week 9	Format
Week 10	Format
Week 11	Cell format
Week 12	Formulas
Week 13	Functions
Week 14	Functions
Week 15	Excel applications in business