



*Training Course:  
Computer Application Skills for Engineers and  
Managers*

*6 - 17 September 2026  
Dubai (UAE)*

## Training Course: Computer Application Skills for Engineers and Managers

Training Course code: EN9313 From: 6 - 17 September 2026 Venue: Dubai (UAE) - Training Course Fees: 9240 € Euro

### Introduction

In today's digital work environment, engineers and managers must leverage computer applications to enhance productivity, analyze data, manage projects, and support decision-making. Advanced proficiency in essential software tools enables professionals to streamline operations, improve communication, and deliver high-quality results.

This program, designed by Global Horizon Training Center, provides a comprehensive 10-day training that equips participants with advanced computer application skills tailored for engineering and managerial roles, focusing on data analysis, reporting, project management, and digital productivity.

### Course Objectives

By the end of this program, participants will be able to:

- Utilize advanced computer applications for professional and technical tasks
- Apply advanced Excel techniques for data analysis and reporting
- Develop professional documents and presentations
- Manage projects using digital tools and software
- Analyze and visualize data effectively
- Automate repetitive tasks to improve productivity
- Enhance communication and collaboration using digital platforms
- Support decision-making through data-driven insights

### Target Audience

This program is designed for:

- Engineers across all disciplines
- Project Managers and Team Leaders
- Operations and Technical Professionals
- Administrative and Support Staff
- Supervisors and Department Heads
- Professionals seeking advanced digital skills

### Outline

#### Day 1: Fundamentals of Computer Applications

- Overview of essential tools for engineers and managers
- Operating systems and file management
- Data organization and digital workflows
- Introduction to productivity tools
- Digital communication basics

#### Day 2: Advanced Microsoft Excel - Part 1

- Advanced formulas and functions
- Logical and lookup functions IF, VLOOKUP, XLOOKUP
- Data validation and cleaning
- Error handling techniques
- Practical exercises

#### Day 3: Advanced Microsoft Excel - Part 2

- Pivot tables and advanced data analysis
- Charts and dashboards
- Conditional formatting
- Scenario analysis
- Data modeling basics

#### Day 4: Data Visualization and Reporting

- Advanced charting techniques
- Data storytelling principles
- Creating dashboards
- Introduction to Power BI or similar tools
- Reporting best practices

#### Day 5: Microsoft Word and Document Management

- Professional document formatting
- Templates and styles
- Tables, references, and indexing
- Report structuring
- Document automation basics

#### Day 6: Microsoft PowerPoint and Presentation Skills

- Designing impactful presentations
- Slide layout and visual hierarchy
- Data visualization in presentations
- Presentation delivery techniques
- Storytelling for business presentations

#### Day 7: Project Management Tools

- Introduction to MS Project or equivalent
- Project scheduling and planning

- Gantt charts and timelines
- Resource allocation and tracking
- Project reporting

#### Day 8: Collaboration and Communication Tools

- Microsoft Teams and collaboration platforms
- Cloud tools OneDrive, SharePoint, Google Workspace
- Document sharing and version control
- Workflow automation tools
- Remote work productivity

#### Day 9: Automation and Productivity Enhancement

- Introduction to Excel macros and automation
- Automating repetitive tasks
- Introduction to scripting basics
- Time management tools
- Digital productivity techniques

#### Day 10: Integration, Case Studies, and Practical Applications

- Integrating tools for workflow efficiency
- Data-driven decision-making
- Real-world case studies
- Best practices in digital work environments
- Final assessment and knowledge consolidation

## Registration form on the Training Course: Computer Application Skills for Engineers and Managers

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
Giza, Giza Governorate,  
Egypt.