



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

*21 March - 1 April 2027
Dubai (UAE)*

Training Course: Computer Application Skills for Engineers and Managers

Training Course code: EN9313 From: 21 March - 1 April 2027 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
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