



FUNDAMENTALS OF EXCEL AND GOOGLE SPREADSHEETS

Covers essential spreadsheet skills including formulas, charts, data analysis, and reporting in Excel and Google Sheets.

Objectives:

- Build proficiency in spreadsheet functions.
- Teach data organization and analysis.
- Apply formulas, charts, and pivot tables.

Outcomes:

- Create and manage spreadsheets.
- Use formulas for calculations and data analysis.
- Generate visual reports and dashboards.

Career Path:

- Accountant/Finance Officer
- Data Entry Analyst
- Administrative/Operations Officer
- Business Analyst (entry-level)

Who Should Join?

- Students and office professionals.
- Business owners managing financial data.
- Anyone needing stronger spreadsheet skills.

Duration: 24h (8 weeks by 3h) from December 7, 2025 – January 25, 2026

Schedule: Sundays from 08:00 am to 11:00 am

Language: Khmer

Curriculum

- Introduction to Spreadsheets
- Formatting & Data Entry
- Basic Formulas & Functions
- Charts & Data Visualization
- Sorting, Filtering & Conditional Formatting
- Pivot Tables & Advanced Functions
- Collaboration & Sharing (Google Sheets)
- Final Project – Business Report with Charts