

## Hydrogeological Survey in Faryab - Afghanistan

TRAINING COURSE SUMMARY SHEET	NORPLAN 
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(3)\Training\_capacitybuilding\Course\_4.12\_Data\_Management\_Excel\Summary\_Sheet\_TC\_4.12\_Excel.doc

<b>Course title:</b>  <b>MS Excel Training</b> <i>Professional MS EXCEL Training for Engineers and Students</i>		<b>Course no</b> <b>1.2</b>	
		<b>Date prepared:</b> 23/2/14	
<b>Training purpose</b>	To enable Engineers and Student to utilize Ms Excel efficiently in their routine work. The course will focus mainly on the use of the MS Excel's chart and function.		
<b>Target group</b>	Education level (degree/ technicians etc): Must have a degree in physical natural sciences, geology, engineering or mathematics	Experts/national planners/provincial/ district: Experts	
<b>Course details:</b>	Course language(s):	English (possibly explanation in Dari/Pashto)	
	Duration(days): 3	No. participants per course: 15 to 20	Theoretical /practical/training? Combination
	Planned course location(s) RuWatSIP hall in MRRD	Responsible presenter Eng. Atta Mohammad Mutmaeen	Handouts to be prepared by: Presenter
<b>Summary syllabus</b>	<b>Day 1: introduction to Excel:</b> The theory and practical practice will be presented about the main feature of the MS Excel package from Microsoft Inc. <b>Day 2: MS Excel's Formula:</b> Introduction to insert formula in MS Excel and usage of the prebuilt function of the package is to be presented, both theoretically and practically through some useful examples. <b>Day 3: Advanced Excel Formulas and Charts:</b> interpretation the function and inserting of the charts in MS Excel. Solution the polynomial as well as some other advanced function in excel will be offered to the participants. Boring logs preparation, N-Value against depth to be practice with FORECAST, LOOKUP, SLOPE AND INTERCEPT Functions		

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<b>Training-equipment required</b>	<p>Equipment to be made available for course:</p> <p>At least 1 PCs with MS Excel (preferably 2013 version) installed</p> <p>Projector for presentation</p> <p>White board and Markers</p> <p>Printed Hand-out for the participants</p>
<b>Training material</b>	<p>Can existing material be used? If so what/ from where?</p> <p>Not known</p> <p>If no: what material needs to be developed? And By who?</p> <p>All syllabus material, by experienced geophysicist</p>
<b>Field/practical training.</b>	<p>Preparations needed, responsible officer(s)</p> <p>N/A</p> <p>Health/ safety. Test site needs to be identified and trialled.</p> <p>Test borehole needs to be located / drilled and trialled</p> <p>Completeness of surface geophysical equipment needs to be verified</p> <p>Downhole geophysical equipment needs to be purchased</p> <p>Equipment manuals need to be translated to Dari.</p>
<b>Prepared by</b>	<p>Prepared by: Atta Mohammad Mutmaeen</p>