Study Online Academy

Study Online Academy - أكاديمية ادرس اونلاين **- Ahmed Samir**

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00971 54 3030 410 / 002 0155 9030 677

Instructor Background

- ## <u>Instructor</u> :

- <u>*Name*</u> *: Ahmed Samir Elsayed (Civil Engineer).*

- <u>*Professional Experience*</u> *:*

  Senior Planning Engineer With 10 Years experience .

  - ➢ *2020 Till Now , Working as Senior Planning Engineer , ASGC , UAE .*
  - ➢ *2016 To 2020 , Working as Planning Engineer , **Dubai Civil Engineering** , (Al Hamad Group Of Companies) , UAE .*
  - ➢ *2015 To 2016 , Working as Project Engineer , Hassan Allam construction , Egypt .*
  - ➢ *2014 To 2015 , Working as Site Engineer , Hassan Allam Construction , Egypt .*
  - ➢ *2013 To 2015 , Working as Design Engineer , Hamza Associates , Egypt .*

- ## Certificates:

  - Pre-master , Tanta University , Excellent Grade.
  - PMP ®, Project Management Professional, PMI, USA.
  - RMP®, Risk Management Professional , PMI, USA.
  - PRMG ®,Professional Program In Project Management, American University In Cairo.
    - Planning & Scheduling professional ® . PSP Preparation course (PRMG 075)
    - Project bids and contracts ® , (PRMG 080) .
    - Project management International Standards ® , PMP Preparation course (PRMG 025)
    - Project Planning and Control Techniques ® , (PRMG 010)
    - Cost management for engineering projects ® , (PRMG 035)
    - Management of project Resources ® , (PRMG 020)

  - CLAC ®, Contractual & Legal Aspects in the Construction Industry.

  - Delay Analysis & EOT Claim Course
  - Professional Planning Engineer Full Package Course
  - Advanced Planning with Primavera Course
  - 50 Primavera Tips & Tricks Course
  - Primavera Database Course
  - Claims Management & Extension of Time and Delay analysis Course
  - Data Management and Planning & Reporting Skills Course
  - Quantitative Risk Analysis Course

THIS IS TO CERTIFY THAT

Ahmed Samir Elsayed AbdAlGalil

HAS BEEN FORMALLY EVALUATED FOR DEMONSTRATED EXPERIENCE, KNOWLEDGE AND PERFORMANCE IN ACHIEVING AN ORGANIZATIONAL OBJECTIVE THROUGH DEFINING AND OVERSEEING PROJECTS AND RESOURCES AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

Project Management Professional (PMP)®

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

Jennifer Tharp | Chair, Board of Directors

Pierre Le Manh | President & CEO

PMP® Number: 3347008   PMP® Original Grant Date: 25 September 2022   PMP® Expiration Date: 25 September 2028

THIS IS TO CERTIFY THAT

Ahmed Samir Elsayed AbdAlGalil

HAS BEEN FORMALLY EVALUATED FOR EXPERIENCE, KNOWLEDGE AND SKILLS IN THE SPECIALIZED AREA OF ASSESSING AND IDENTIFYING PROJECT RISKS AND IS HEREBY BESTOWED THE GLOBAL CREDENTIAL

PMI Risk Management Professional (PMI-RMP)®

IN TESTIMONY WHEREOF, WE HAVE SUBSCRIBED OUR SIGNATURES UNDER THE SEAL OF THE INSTITUTE

Jennifer Tharp | Chair, Board of Directors

Pierre Le Manh | President & CEO

PMI-RMP® Number: 3378355   PMI-RMP® Original Grant Date: 27 November 2022   PMI-RMP® Expiration Date: 27 November 2025

THE AMERICAN UNIVERSITY IN CAIRO

ESS ENGINEERING AND SCIENCE SERVICES

certifies that

ENG. AHMED SAMIR EL SAYED ABD AL-GALIL

HAS SUCCESSFULLY COMPLETED THE REQUIREMENTS OF

THE PROFESSIONAL PROGRAM IN

PROJECT MANAGEMENT

MAY 2015 – JUNE 2016

COORDINATOR

DIRECTOR

Tarek Sakr
June 26 at 2:04am

The Top Performing Engineer in my Classes is
Abd Al-Galil, Ahmed Samir for getting A grades in both PRMG 020 and PRMG 035 before any curving and ranked second in both classes. Thank you for your hard distinguished work in such an intensive semester. With my best wishes to all of you.

2 Likes   Comment

THE AMERICAN UNIVERSITY IN CAIRO

ESS ENGINEERING AND SCIENCE SERVICES

CERTIFIES THAT

ENG. AHMED SAMIR EL SAYED ABD AL-GALIL

HAS SUCCESSFULLY COMPLETED
THE REQUIRMENTS OF

PRMG 075: Planning & Scheduling Professional – PSP Preparation Course

PMI®: 45 PDU's (Professional Development Units) – PSP® Course ID # 4034-PRMG075
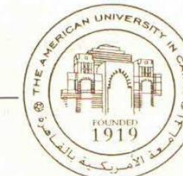AACEI®: 45 PDU's (Professional Development Units) – PSP® Course ID # 9032-PRMG75

MAY – JUNE 2016

Project Management Institute
Registered Education Provider
R.E.P. Provider ID 4034

AEP. Provider ID 9032

THE AMERICAN UNIVERSITY IN CAIRO
SCHOOL OF SCIENCES & ENGINEERING

COORDINATOR   DIRECTOR

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THE AMERICAN UNIVERSITY IN CAIRO

ESS ENGINEERING AND SCIENCE SERVICES

CERTIFIES THAT

ENG. AHMED SAMIR EL SAYED ABD AL-GALIL

HAS SUCCESSFULLY COMPLETED
THE REQUIREMENTS OF

PRMG-035: COST MANAGEMENT FOR ENGINEERING PROJECTS

MAY - JUNE 2015

THE AMERICAN UNIVERSITY IN CAIRO
FOUNDED 1919

COORDINATOR   DIRECTOR

My Projects

- ## **_Projects :_**

1. *Al Nouran Beet Sugar Factory And Refinery , Egypt .*

2. *AL Batha Tower and Car Park , Business Bay , Dubai , UAE .*

3. *AL Terhab Hotel and Tower , Jumeirah Village , Dubai , UAE .*

4. *Northern Road at Muailah Area , Sharjah , UAE.*

5. *Al Mamsha 33 Buildings Project , Muailah , Sharjah , UAE .*

6. *Palace Residences Hotel and Tower , Dubai Creek Harbour , UAE .*

7. *Creek Edge towers , Dubai Creek Harbour , UAE .*

Al Nouran Factory , Egypt

Al Batha Tower , Dubai
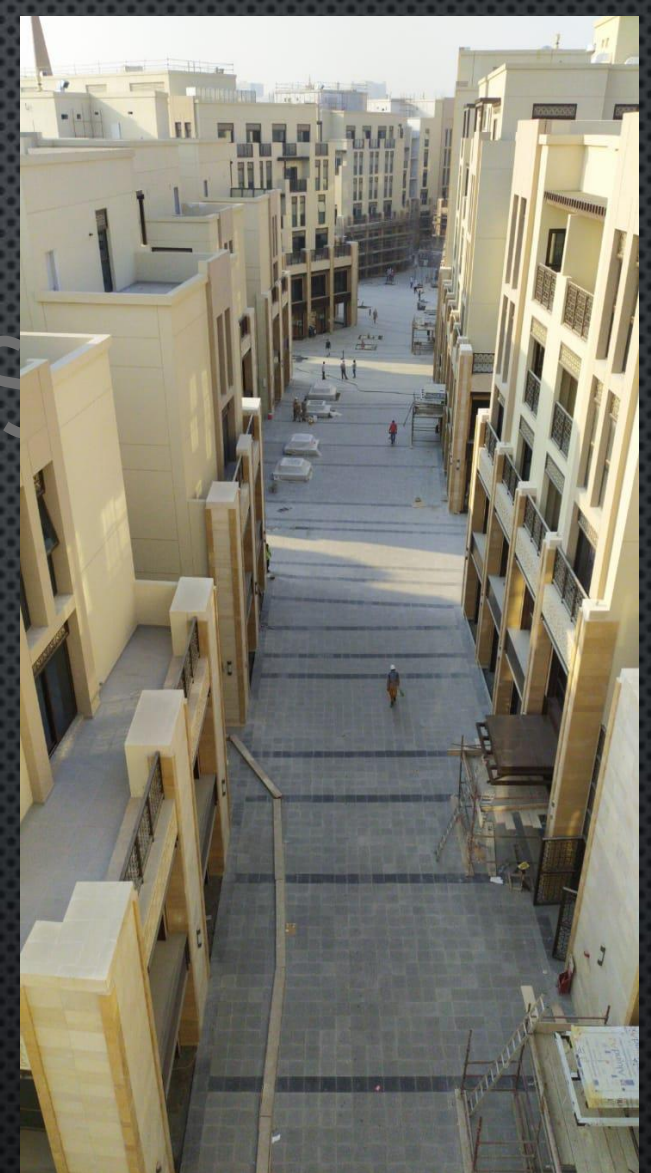
Deira Waterfront , Dubai

Al Terhab Tower , Dubai
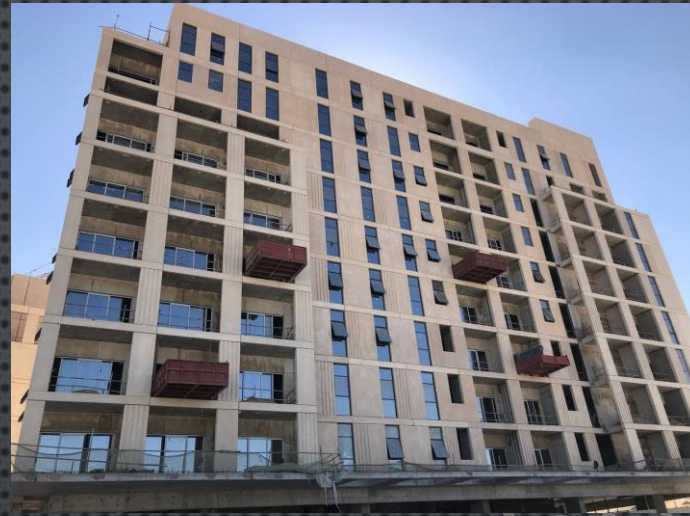
Al Mamsha Project , Sharjah

Palace Residences Hotel and Tower , Dubai Creek Harbour , Dubai .

Creek Edge towers , Dubai Creek Harbour , Dubai .

Course Content

Project Management Full Package

- **Project Life Cycle** — 1
- **Project Planning & Scheduling** — 2
- **Primavera P6 (Part 01 – Part 02 – Q&A)** — 3
- **Excel** — 4
- **Professional Planning Engineer Workshop** — 5
- **Power BI – Word – Power Point** — 6

Our Previous Courses

99 Hrs

7.5 Hrs	4.5 Hrs	33 Hrs	16.5 Hrs	23 Hrs	10 Hrs
Project Life Cycle	**Planning & Control Techniques**	**Primavera P6 Part 1,2, Q&A**	**Excel**	**Planning Engineer Workshop**	**Power BI**
This Part Include the full project Life cycle including all stages.	This course include all project planning and scheduling techniques which is required for the planning engineer	This course include all Primavera P6 Tools , you will start from program installation till program mastery level	You will study Excel from Zero level until you reach professional level.	Practical workshop explaining in details how to prepare project baseline program from A to Z .	Explaining Power BI Software with some applications for planning engineers.

❑ Notes :
- No Need any previous experience for any of the above software's.
- 4.5 Hrs Word and Power Point course will be free with the full package.

Study Plan

Project Life Cycle
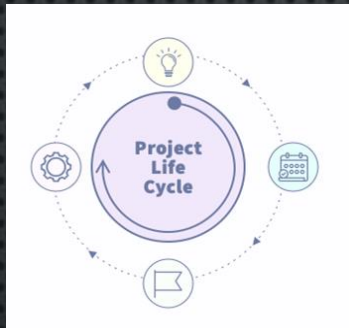
Project Planning and control techniques
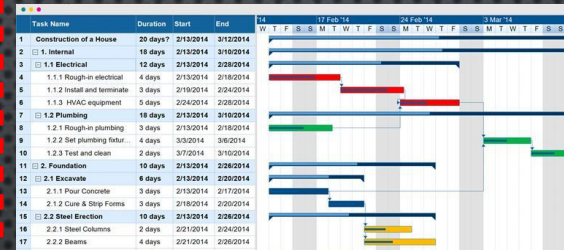
Primavera P6
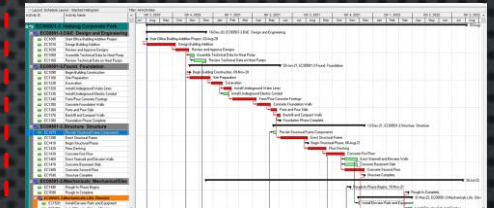
Power BI
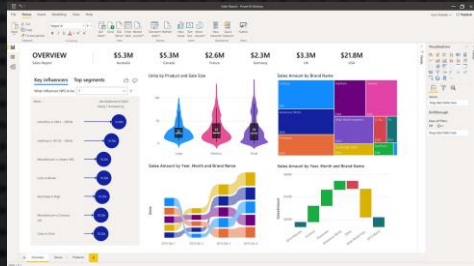
Planning Workshop

Excel
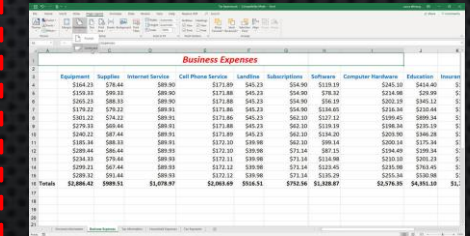
For Whom This Full Package ?

1. Engineers who want to shift career to planning.

2. Construction Managers.

3. Project managers.

4. Project Coordinators.

5. Junior Planning Engineers.

6. Technical Office Engineers.

☐ Project Management Full Package (99 Hrs.)

- 0- PM full Package Study Plan
- 0- كيفية تشغيل الفيديوهات
- 1- Project Life Cycle (7.5 Hrs)
- 2- Project Planning & Scheduling (4.5 Hrs)
- 3- Primavera P6 Part 01 (14 Hrs)
- 4- Primavera P6 Part 02 (16 Hrs)
- 5- Primavera P6 Q&A (3 Hrs)
- 6- Excel (16.5 Hrs)
- 7- Professional Planning Workshop (23 Hrs)
- 8- Power BI (10 Hrs)
- 9- Power Point (2.5 Hrs)
- 10- Word (2 Hrs)

1. Project Life Cycle (7.5 Hrs.)

- 0- PM full Package Study Plan
- 0- كيفية تشغيل الفيديوهات
- **1- Project Life Cycle (7.5 Hrs)**
- 2- Project Planning & Scheduling (4.5 Hrs)
- 3- Primavera P6 Part 01 (14 Hrs)
- 4- Primavera P6 Part 02 (16 Hrs)
- 5- Primavera P6 Q&A (3 Hrs)
- 6- Excel (16.5 Hrs)
- 7- Professional Planning Workshop (23 Hrs)
- 8- Power BI (10 Hrs)
- 9- Power Point (2.5 Hrs)
- 10- Word (2 Hrs)

Project Life Cycle

1. Content
2. Introduction
3. Delivery System Type
4. Selection of contract type
5. The parties and their roles
6. Planning and feasibility study stage
7. Design stage
8. Contract Documents Development
9. Methods of Contractor Selection
10. Contractor's Decision to tender
11. Preliminary Planning
12. Cost Estimation
13. Estimation process
14. Proposal preparation, submittal and opening
15. Legal and contractual issues
16. planning and scheduling

17. Budgeting and cost systems
18. Organizing the worksite
19. Buying out the job
20. Project staffing
21. Project operations phase
22. Monitoring and control
23. Quality management
24. Safety management
25. Environmental management
26. Resource management
27. Documentation and communication
28. Selected legal issues
29. Project closeout and termination phase
30. Completing the work
31. Closing out the project

2. Project Planning and control techniques (4.5 Hrs)

- 0- PM full Package Study Plan
- كيفية تشغيل الفيديوهات -0
- 1- Project Life Cycle (7.5 Hrs)
- 2- Project Planning & Scheduling (4.5 Hrs)
- 3- Primavera P6 Part 01 (14 Hrs)
- 4- Primavera P6 Part 02 (16 Hrs)
- 5- Primavera P6 Q&A (3 Hrs)
- 6- Excel (16.5 Hrs)
- 7- Professional Planning Workshop (23 Hrs)
- 8- Power BI (10 Hrs)
- 9- Power Point (2.5 Hrs)
- 10- Word (2 Hrs)

Project Planning and control techniques

1. **Introduction to Planning and scheduling**
2. **Critical Path Method**
3. **Project Evaluation and review technique**
4. **Precedence Diagram Method**
5. **Project Crashing 1**
6. **Project Crashing 2**

3. Primavera P6 Part 1 (14 Hrs)

- 0- PM full Package Study Plan
- 0- كيفية تشغيل الفيديوهات
- 1- Project Life Cycle (7.5 Hrs)
- 2- Project Planning & Scheduling (4.5 Hrs)
- 3- Primavera P6 Part 01 (14 Hrs)
- 4- Primavera P6 Part 02 (16 Hrs)
- 5- Primavera P6 Q&A (3 Hrs)
- 6- Excel (16.5 Hrs)
- 7- Professional Planning Workshop (23 Hrs)
- 8- Power BI (10 Hrs)
- 9- Power Point (2.5 Hrs)
- 10- Word (2 Hrs)

Primavera P6 – Part 1

Primavera P6 – Part 1

37. Project types & Project completion date
38. Baseline assignment & Project update
39. Baseline & Data date & % complete type
40. Assign baseline & Export program
41. Retained logic & progress override
42. Apply Actuals & Update Progress
43. Return project to baseline status & View log
44. Update By Excel
45. Update Using reflection
46. Performance % Complete
47. Schedule % Complete

48. Resource definition
49. Currencies
50. Unit of measure
51. Adding resources
52. Assign resource to activity
53. Activity Duration
54. Resource Curve
55. Cost Loading
56. Cost Accounts
57. Expenses
58. Updating resources schedule
59. Primavera Reports
60. Usage Profiles & Spread sheets

4. Primavera P6 Part 2 (16 Hrs)

- 0- PM full Package Study Plan
- 0- كيفية تشغيل الفيديوهات
- 1- Project Life Cycle (7.5 Hrs)
- 2- Project Planning & Scheduling (4.5 Hrs)
- 3- Primavera P6 Part 01 (14 Hrs)
- 4- Primavera P6 Part 02 (16 Hrs)
- 5- Primavera P6 Q&A (3 Hrs)
- 6- Excel (16.5 Hrs)
- 7- Professional Planning Workshop (23 Hrs)
- 8- Power BI (10 Hrs)
- 9- Power Point (2.5 Hrs)
- 10- Word (2 Hrs)

Primavera P6 – Part 2

P6 V01	Format time scale
P6 V02	Format Bars
P6 V03	Cost & Resources
P6 V04	Resource Usgae Spreed Sheets
P6 V05	Resource codes & resources Allocation
P6 V06	Advanced Update
P6 V07	% Complete type
P6 V08	% Complete type 2
P6 V09	Apply Actuals & Update Progress
P6 V10	Activity Steps
P6 V11	Global Change
P6 V12	Schedule Comparison
P6 V13	Import & Export from Primavera to Excel
P6 V14	Reflection
P6 V15	WPS and Docs
P6 V16	Print In P6
P6 V17	Risk Assignment
P6 V18	Threshold & Issues
P6 V19	Reports
P6 V20	User Preferences (Time units)
P6 V21	User Preferences (Dates)
P6 V22	User Preferences (Currency & Assistance & Application & Password)
P6 V23	User Preferences (Financial periods)
P6 V24	User Preferences (Resource analysis & Calculation & Startup Filters)
P6 V25	Project Wizard - Why to choose Standard Rate
P6 V26	Resources - Drive activity date & assign resource more than once
P6 V27	Primavera P6 Shortcuts
P6 V28	File Menue in details
P6 V29	Recalculate resource assignment
P6 V30	Introduction to KPI , Definition & importance of KPI
P6 V31	How to create KPI Curves
P6 V32	How to update KPI Curves
P6 V33	Example For QTY & Resource Loading
P6 V34	Compairing Actual Units & Budgeted units
P6 V35	How to make packup for primavera database
P6 V36	How to Prepare Project Cash Flow
P6 V37	Prepare Cash Flow For Multible Projects
P6 V38	Import Activity List From Excel To Primavera
P6 V39	Import Resources Assignement From Excel to Primavera
P6 V40	Resource Loading using standard productivity rates

P6 V41	Return the Updated Program to The baseline With 0 % Completed
P6 V42	Return the Updated Program to the baseline . Method 2
P6 V43	How to Export Baseline and updated program separately
P6 V44	How Primavera P6 Calculates Start and finish dates
P6 V45	How to Change All Project Activities calendar one time
P6 V46	How to check & rectify project open ends
P6 V47	Why project is delayed however Performance % more than planned %
P6 V48	How to make layout in primavera P6
P6 V49	How to Assign Activity Codes for the Full Project
P6 V50	How to define & make activities critical
P6 V51	How to Create S-Curve Without resources or cost assignment
P6 V52	Power and Usage of User defind fields
P6 V53	How to Link 2 Projects in Primavera P6
P6 V54	Earned Value Management
P6 V55	Calculate BCWS & BCWP & ACWP & CV & SV & CPI & SPI & ETC & EAC & VAC & BAC
P6 V56	WBS Milestone & Spot Light
P6 V57	Trace Logic Options
P6 V58	How to create report for cash flow (3 Methods)
P6 V59	Best way to load equipments & Resource leveling
P6 V60	Duration Types
P6 V61	Duration Types 2
P6 V62	Relationship Types & Loop in Primavera and how to fix it
P6 V63	How to get Material submittal & approvals dates in primavera
P6 V64	Progress Line
P6 V65	How to Solve Arabic Language issue in primavera P6
P6 V66	Traking and Resource Shifts
P6 V67	Leveling of resources
P6 V68	Leveling of resources 2
P6 V69	DCMA 14 Points Schedule assesment
P6 V70	How to make report with activity lags
P6 V71	How to make recovery plan
P6 V72	How to make recovery plan 2
P6 V73	How to suspend and activity
P6 V74	Baseline and Reports Documents
P6 V75	Difference between retained logic & progress override
P6 V76	Early and Late Dates & Early and Late cash flow
P6 V77	How to change Project Calender without affecting project duration
P6 V78	How to change Project Calender without affecting project duration 2
P6 V79	How Performance % Complete is calculated in P6
P6 V80	How to Fix Out of sequence activities
P6 V81	How to solve deleting projects issue
P6 V82	How can i prepare full project program

5. Primavera P6 Q & A (3 Hrs)

- 0- PM full Package Study Plan
- 0- كيفية تشغيل الفيديوهات
- 1- Project Life Cycle (7.5 Hrs)
- 2- Project Planning & Scheduling (4.5 Hrs)
- 3- Primavera P6 Part 01 (14 Hrs)
- 4- Primavera P6 Part 02 (16 Hrs)
- 5- Primavera P6 Q&A (3 Hrs)
- 6- Excel (16.5 Hrs)
- 7- Professional Planning Workshop (23 Hrs)
- 8- Power BI (10 Hrs)
- 9- Power Point (2.5 Hrs)
- 10- Word (2 Hrs)

Primavera P6 (Q & A)

P6 Q & A 1	Project codes
P6 Q & A 2	Loakahead & change activities to not started
P6 Q & A 3	Calendars
P6 Q & A 4	Progress % for engineering
P6 Q & A 5	Update by excel & Level of effort
P6 Q & A 6	Track changes in excel
P6 Q & A 7	Change resource names from arabic to english
P6 Q & A 8	Import all resources and KPI's one time by excel

6. Excel (12.5 Hrs)

- 0- PM full Package Study Plan
- 0- كيفية تشغيل الفيديوهات
- 1- Project Life Cycle (7.5 Hrs)
- 2- Project Planning & Scheduling (4.5 Hrs)
- 3- Primavera P6 Part 01 (14 Hrs)
- 4- Primavera P6 Part 02 (16 Hrs)
- 5- Primavera P6 Q&A (3 Hrs)
- 6- Excel (16.5 Hrs)
- 7- Professional Planning Workshop (23 Hrs)
- 8- Power BI (10 Hrs)
- 9- Power Point (2.5 Hrs)
- 10- Word (2 Hrs)

4. Excel

#	Topic		#	Topic
1	Why should I learn Excel		13	
	Excel Program interface			Filling Series With Formatting
2				Filling Without formatting
	Create New File			Filling Aweek days
	Create New Template			Filling Days
	Close Workbook		14	
3				Flash Fill CTRL + E
	Create New Template		15	
4				Hide Column / Row
	Customize your own tab			Freezing Panes
	Add new tab and new group			Splitting windows
5			16	
	Over Writing & Editing cell content			Create Custom Views
	Editing formula & function			Displaying Custom Views
	Using undo & Redo			Deleting Custom Views
	Find & Replace		17	
	Goto			Inserting / Deleting Cells
6				Inserting / Deleting Columns
	Font			Inserting / Deleting Rows
	Alignment			Resize Cells / Columns / Rows
	Number		18	
7				Insert & Delete & Rename Worksheet
	Characteristics			Copying & Moving Worksheets
	Relative reference			Hide & Unhide Worksheet
	Absolute reference			Changing Worksheet tab Colour
8				Format after Grouping
	From where I can get speak cell option			Comparing 2 Worksheets
	Speak cell (by row and by column)		19	
	Speak cell when I press enter			Revision
9				Case Study (Progress Report)
	How to replace spaces to column			Case Study (Time Sheet)
10				Case Study (Products Coding)
	Insert Comments		20	
	Edit Comment			Logical Test
	Delete comment			If Function
	Show all comments			Advanced IF Function (Nested IF)
11			21	
	Copy & Paste			IF AND Function
	Paste special			IF error Function
	Copying cells to one or many cells			Auditing Tools (Displaying and removing dependent , precedent arrows)
	Copying to different work sheets			Formula text (To show the Cell formula as a text)
	using filling for quick copying			
12				
	Filling & Drag Numbers / Days / Months / years			
	Custom options			
	Fill down & Right			

4. Excel

#	Topic
22	
	Trim Function (to remove extra spaces)
	Proper Function (first letter capital)
	Upper function (text change to upper cases)
	lower function (text change to lower cases)
	len function (to calculate length of the text including spaces)
	Left & right & mid & concatenate functions (To right appreviation)
	find & search & replace & substitute functions (to change some letters)
	Date functions (today & now & day & month & year & date)
	Add days & months & years
	networking days
	net working days internationaly
	changing date format to show only day (custom format for the date)
23	
	to calculate different in years between 2 dates (=datedif(D1,D2,"Y")
	to calculate different in months between 2 dates (=datedif(D1,D2,"M")
	to calculate different in days between 2 dates (=datedif(D1,D2,"d")
	define & Edit & Delete name range (formula - name manager - new)
	Examples for name range Usage
24	
	add - subtract - divide - multiply
	brackets usage
	count - countA - count blank -count if
	sumif - count if - avergaeif
	sumifs - countifs - avergaeifs
25	
	(Sumproduct - Floor - Ceiling) Formulas
	vlookup Formula
	vlookup Formula with data validation
	vlookup with Name range
	vlookup with approximate match
	vlookup with trim (2 cases)
26	
	Hlookup Formula
	Vlookup Formula rules (unique & left to right & belong to 1st column)
	Lookup Formula (horizontal & vertical & approximate & result belong to last col & result vector)
27	
	Index & Match formulas
	lock & unlock cell
	protect the sheet
28	
	Protect Workbook
	hyperlink to a sheet
	hyperlink to a file
	hyperlink to a web page
	page setup for printing (margins - orientation - print area - print size - page break - background - print titles)

#	Topic
29	
	Header & footer (page number & date & file name)
	Data Sorting (Numbers - Text - dates - Multicolumn sorting - color sorting)
	advanced sort
	advanced filter
	advanced filter error
30	
	check box - Data filtering - Number filtering - Text filter - Search - copy & paste filtered data
	Create table - Sort - Sort by color - design tab - table style options
31	
	Advanced table (rename table - resize table - slicer for table - remove duplicates - convert table to range)
	Subtotals (subtotal option - hide all data except subtotal -
32	
	Charts type (column chart - Bar chart - Pie chart - X Y scatter chart - sparklines formatting)
	Charts elements (chart area - plat area - series - data labels - vertical and horizontal axes - gridlines - chart titles)
	Chart format & Options
	format chart (Double click)
33	
	Bar Chart
	Pie Chart
	Column Vs Line Chart
34	
	Spark line chart
	Pivot chart
35	Revision 1
	Create & Close Files
	Create Template
	Tabs & Groups
	Editing Data
	Formatting in Excel
	characteristics of cells
	Speak Cells
36	Revision 2
	Conditional formatting
	format cell options
	spelling check
	Text to column
	Comments
	Copying and Filling
	Advanced Filling
	sheet protection
	Work sheets Views
	Comparing Files

4. Excel

37	Revision 3
	Logical test
	IF function
	Advanced if function
	IF AND
	IF ERROR
	Auditing Tools
	Formula text
	Evaluate formula
38	Revision 4
	Trim Function (to remove extra spaces)
	Proper Function (first letter capital)
	Upper function (text change to upper cases)
	lower function (text change to lower cases)
	len function (to calculate length of the text including spaces)
	Left & right & mid & concatenate functions (To right appreviation)
	find & search & replace & substitute functions (to change some letters)
	Date functions (today & now & day & month & year & date)
	Add days & months & years
	networking days
	net working days internationaly
	changing date format to show only day (custom format for the date)
	Header and Footer & Data sorting and advanced filtering
	Data Filtering & Creating table
	Table advanced option & Subtotal
	Charts & Chart Format
	Pivot Chart
39	Excel Tricks 1 CTRL + E
40	Excel Tricks 2 CTRL + E
41	Excel Tricks 3 CTRL + ; & Ctrl + E
42	Excel Tricks 4 Custom List for dragging down
43	Excel Tricks 5 Select Multi Sheets and make your work
44	Quick access analysis tool
45	Filter - table
46	Data Validation (Drop down list data validation)
47	Auto fit columns & Rows
48	Transpose (تقلب الصف عمود والعمود صف)
49	Remove duplicates
50	Goal Seek (Data - what if - goal seek) (محتاج احقق قيمه معينه)
51	Vlockup
52	Paste Sepacial
53	changing chart columns to pattern or picture
54	IF Function
55	Insert ScreenShot (insert - illustration - screenshot)

56	Absolute Cell Reference
57	Show Formula (CTRL + ˜)
58	Convert Text to columns
59	Conditional formatting
60	Power Pivot
61	Freeze Panes
62	CTRL Arrow key to select last cell
63	3D reference (جمع نفس الخليه في كل الشيتات)
64	forecast sheet
65	SUMIFS (جمع جميع القيم التي امام قيم معينه) criteria اكثر من)
66	IF ERROR - Advanced Transpose (Live Edit) تحديث القيم بعد عمل transpose عند تغير القيم الاصليه
67	Slicers
68	Scenario Manager
69	Convert Function
70	Convert Currency Live
71	Hide Cells
72	remove blanks
73	track changes
74	advanced filter
75	How To use pivot table & Slicer
76	How to learn excel in 40 min & pivot tables
77	How to make report by excel
78	Paste Link & Transpose & combination for both of them
79	Excel Shortcuts
80	Pivot table Secrets
	use table (to be able to add data)
	show pivot table details (Double click or - right click and show details)
	delete data source (bring it again with double click on total)
	replace empty cells with any values - replace errors with any value
	field setting - layout print - show with no data ((to show empty cells))
	Group for pivot table items
	group numeric items
	group dates and show by month or year
	automatic refresh - options - data - automatic refresh
	show filter - put item in filter area - options - show filter area ((will create new sheets with each item)
	filter by label & by value
	sort
	move the items manually to sort it
	change the layout - design - report layout
	repeat labels - design - report layout - repeat item labels
	turn off (Get pivot table data formula) - from options in the left corner - choos to turn off get pivot table data formula
	prevent column width from changing - right click - pivot table options - autofit columns - change on update (tick)
	calculated fields - analyze - fields - calculated fields - insert formula and add
	creat pivot chart (choos any chart and link with pivot table
	add slicer
	insert timeline
	link slicer with other tables (right click - report connection - choose the tables to link)
	filter on top N
	add multiple subtotals - field setting - CTRL select - sum & averag (but before this stage you have to choose alow multiple subtotals from the pivot table options
	show values as - field setting OR right click values - show valuse as

4. Excel

81	Excel Power Query 1 (Home Tap)
	Refresh
	Properties
	Manage
	Choose Columns
	Remove columns
	remove rows
	keep rows
	sort
	Split columns
	Data Type
	Use first row as header
	replace values
	Merge Quaries
	Append Quaries
	Data Source Setting
	New Source
82	Excel Power Query 2 (Transform Tap)
	Transpose (تقلب الصف عمود والعمود صف)
	Reverse rows
	Count rows
	Replace Values & errors
	Fill
	Pivot Columns
	Unpivot columns
	move
	convert to list
	format
	split columns
	Extract
	Statistics
	Standard
	Rounding
	Information
	Date & Time & Duration
83	Excel Power Query 3 (Add Columns & View Taps)
	Columns from example
	custom column
	merge columns
	format & extract & statistics & standard & date and time

7. Planning Engineer Workshop (23 Hrs)

7. Planning Engineer Workshop

1. Create the Activity List Loaded with Cost and QTY.
2. Create WBS in 3 Different Methods in Excel and import to Primavera P6 .
3. Create activity Codes in Primavera P6.
4. Assign Activity Codes in Excel and import to primavera P6.
5. Import Activity List from Excel to P6.
6. Estimate activity duration.
7. Activity relationship & Sequence.
8. Make relationships and Check total Floats.
9. Import Cost from Excel To Primavera P6.
10. Make Shop DWG List in Excel and import to Primavera P6.
11. Make Material Submittal & Approval & Order list in Excel and import to Primavera P6.
12. Adjust and rectify total float for the program.
13. Estimate the Manpower for each activity in Excel .
14. Import Resource Loading from Excel to Primavera P6 .
15. QTY Loading in Excel and import to Primavera P6 .
16. Resource Leveling
17. Create Cash flow
18. Create Manpower Histogram
19. Create Shop DWG Tracking Log
20. Create Material Tracking Log
21. Submit Baseline Program Documents
22. Program update and Preparing The Weekly Report.

8. Power BI (9.5 Hrs)

- 0- PM full Package Study Plan
- 0- كيفية تشغيل الفيديوهات
- 1- Project Life Cycle (7.5 Hrs)
- 2- Project Planning & Scheduling (4.5 Hrs)
- 3- Primavera P6 Part 01 (14 Hrs)
- 4- Primavera P6 Part 02 (16 Hrs)
- 5- Primavera P6 Q&A (3 Hrs)
- 6- Excel (16.5 Hrs)
- 7- Professional Planning Workshop (23 Hrs)
- 8- Power BI (10 Hrs)
- 9- Power Point (2.5 Hrs)
- 10- Word (2 Hrs)

8. Power BI

Video 1	First Video (Introduction to the course)
Video 2	Why We Use Power BI & Power BI Definition
	How to Download & install Power BI
Video 3	Introduction to basic charts in power BI
	How to create clustered column chart
	stacked column chart
	Pie chart
	Donut chart
	funnel chart
	ribbon chart
	Include & execlude data
	View data & export data
Video 4	Maps in Power BI
	creating simple map
	simple field map
	map with pie chart
	formatting maps
	change map background
	Map of egypt
Video 5	Tables and Matrix in power BI
	Create table
	Format table
	conditional format for table
	change aggregation in table (choose sum or averag for columns)
	Creat A matrix in power BI
	conditional format in matrix
	automatic hirearchies in matrix
	show totals & subtotals in matrix
	Number Formatting in Power BI
Video 6	Other Charts in Power BI
	Line chart
	Drill down in line chart
	Area Chart
	Line Vs column chart
	Scatter Plot
	Waterfall chart
	Tree Map
	Gauage chart
Video 7	Cards and Filters
	Number Card
	Text Card
	Data Card
	Relative Data Filter
	Multi-Row Card
	Filter on visual
	Filter on page
	Filter in all pages
	Drill Throw

Video 8	Slicers in Power BI
	Slicer for text
	format text slicer
	date slicer
	format date slicer
	number slicer
Video 9	Introduction to advanced charts in Power BI
	Animated Bar chart Race
	Drill down column chart
	Word cloud
	sankey chart
	infographic
	play axis
	scroller
	sunburst chart
	histogram
Video 10	Images - Text - Buttons in Power BI
	Insert image
	Insert Text
	Insert Shapes
	Insert Buttons
	Web URL action
	Page Navigation
	Book Mark action
	Drill Throw action
Video 11	Publishing Reports & Connecting With Power BI Services
	How to create power BI report
	How to create account on power BI Services
	Publish reports to Power BI Services
	Export Power BI to PPT & PDF
	Comment & share & subscribe to Power BI reports
	Create dashboard in power BI services
	Problems & Solutions for Power BI Dashboard
	How to refresh reports automatically on power BI services
Video 12	Text Function in power Query
	Merge
	Split & Trim
	Upper , Lower , Proper
	Add suffix & prefix
	Left & right & MID
	Extract text with delimiter

8. Power BI

Video 13	Date Function in Power Query	
	Year , Quarter , Month , Day	
	Difference between Dates & earliest , latest	
	Name of day , month	
	Day of week / month / year	
	extract date from date and time	
	calculate age in 2 clicks	
	which day of year quarter , month your date of birth	
Video 14	Power Query (Number Functions)	
	Add , subtract , Divide , Multiply	
	Percentage , Percent of , Modulo	
	Rounding Number	
	IS Even , Is Odd and sign	
Video 15	Appending Files and tables in power query	
	Append multiple CSV Files from a folder	
	Append multiple Excel Tables / Sheets from a single folder	
	Append Excel Tables with different number of columns	
	Append multiple Excel files from a folder	
	Append different data source files in power query	
Video 16	Merge Files & tables in Power Query	
	Merge tables / sheets	
	merge data from multiple excel files / workbooks	
	Merge data from different data source	
	merge data having multiple matching columns or different criteria	
Video 17	What is conditional columns & Columns from Excel	
	Column from examples on splitting text	
	columns from examples on merge text	
	columns from examples (data columns)	
	columns from examples (alphanumeric data)	
	Conditional columns in one column	
	Conditional columns in 2 columns	
	conditional columns (comparing 2 columns values)	
	Conditional columns on dates	

Video 18	Very Important Topics in Power Query
	Fill down and Fill up
	Grouping
	Transpose
	Unpivot
	Data types in Power Query
	Replace Errors and values
	Keep Rows & Remove Rows
	Keep Columns & Remove Columns
Video 19	How to Link Primavera P6 Database With Power BI
Video 20	How To Make Report Using Primavera Output
Video 21	How to import from P6 & Filtering by Activity codes
Video 22	Link Primavera P6 Tables & Actual Dates Filtering
Video 23	How to make S-Curve in Power BI
Video 24	Calculate Planned QTY for all resources using Power BI
Video 25	Relationship Types & Powerfull of filtering in BI
Video 26	Update Program In Primavera & Export To BI (Activities)
Video 27	Calculate Project Delays in Power BI

Course Certificate