

Republic of Iraq

The Ministry Of Higher
Education

& Scientific Research

بِسْمِ اللَّهِ الرَّحْمَنِ الرَّحِيمِ



University: Diyala

College: Agriculture

Department: Soil Science and
Water Resources

Stage: Second

Lecturer name: Asraa Yaarub
Youssef

Qualification: Master's degree
in computer engineering

Flow up of implementation celli pass play

Course Instructor	Asraa Yaarub Youssef				
E-mail	asraaalsady@uodiyala.edu.iq				
Title	computer applications4				
Course Coordinator	First				
Course Objective	Teaching students to use Excel and the most important tools and objects in it				
Course Description	The material includes an introduction to the Excel program, an explanation of the main interface, inserting data into cells and modifying them, inserting mathematical equations, adding or deleting a sheet from Excel, inserting images and making changes to them, and representing data in different shapes and charts.				
Textbook	General option of MS-Exel(2010)				
External sources	SETTING EXCEL OPTIONS, by Jeff Eugene (2010)				
Course Assessments	Term Tests	Laboratory	Quizzes	Project	Final Exam
		(40%)	(10%)		(50%)
General Notes					

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week	Date	Topics Covered	Practical Part	Notes
1			Introduction to Excel	
2			How to use tapes and tools	
3			Create texts with special effects	
4			Insert basic shapes into Excel	
5			Inserting basic images into Excel	
6			Charts in Excel	
7			Tables built into Excel	
8			Ascending and descending order of data in Excel	
9			Learn about saving formulas in Excel	
10			Preparing a multi-page project in Excel	
11			Processing documents in Excel	
12			Add and edit images in Excel	
13			Insert mathematical equations	
14			Print documents and tables	

Instructor's signature
Asraa Yaarub Youssef
15 / 1 / 2025

Dean's signature
Prof. Dr. Raaed Ibrahim Khalil
15 / 1 / 2025