Here is a one-hour lecture topic on using Excel to calculate employee retirement duration, along with examples:

Lecture Topic: Calculating Employee Retirement Duration in Excel

Duration: 1 hour

Objective: By the end of this lecture, students will be able to understand and apply the formulas and functions in Excel to calculate employee retirement duration.

Calculating Employee Retirement Duration:

To calculate employee retirement duration, we need to know the employee's birthdate, hire date, and retirement age. We can use the following formulas and functions in Excel to calculate the retirement duration:

1. Calculating Age

Syntax: YEAR(TODAY()) - YEAR(birthdate)

Example: =YEAR(TODAY()) - YEAR(A2)

Description: This formula calculates the employee's current age.

2. Calculating Years of Service

Syntax: YEAR(TODAY()) - YEAR(hire_date)

Example: =YEAR(TODAY()) - YEAR(B2)

Description: This formula calculates the employee's years of service.

3. Calculating Retirement Date

Syntax: EDATE(hire_date, (retirement_age - age)
* 12)

Example: =EDATE(B2, (65 - (YEAR(TODAY()) - YEAR(A2))) * 12)

Description: This formula calculates the employee's retirement date based on their hire date, age, and retirement age.

4. Calculating Retirement Duration

Syntax: DATEDIF(retirement_date, TODAY(), "Y")

Example: =DATEDIF(C2, TODAY(), "Y")

Description: This formula calculates the employee's retirement duration in years.

Examples and Exercises:

- Calculate the age of an employee born on January 1, 1980, using the **YEAR(TODAY()) YEAR(birthdate)** formula.
- Calculate the years of service of an employee hired on January 1, 2010, using the YEAR(TODAY()) YEAR(hire_date) formula.
- Calculate the retirement date of an employee born on January 1, 1980, hired on January 1, 2010, and retiring at age 65, using the EDATE(hire_date, (retirement_age age) *
 12) formula.
- Calculate the retirement duration of an employee born on January 1, 1980, hired on January 1, 2010, and retiring at age 65, using the DATEDIF(retirement_date, TODAY(), "Y") formula.

Conclusion:

In this lecture, we covered the formulas and functions in Excel to calculate employee retirement duration, including calculating age, years of service, retirement date, and retirement duration.

We also provided examples and exercises to help students understand and apply these formulas in real-world scenarios.

And here is the translation to Arabic:

حساب فترة التقاعد للموظفين في إكسل: عنوان المحاضرة

ساعة واحدة : مدة المحاضرة

بعد نهاية هذه المحاضرة، سيكون الطلاب قادرين على فهم : هدف المحاضرة و تطبيق الصيغ و الدوال في إكسل لحساب فترة التقاعد للموظفين

:حساب فترة التقاعد للموظفين

لحساب فترة التقاعد للموظفين، نحتاج إلى معرفة تاريخ الميلاد وتاريخ التوظيف : وعمر التقاعد. يمكننا استخدام الصيغ والدوال التالية في إكسل لحساب فترة التقاعد

.1حساب العمر

yntax: YEAR(TODAY()) - YEAR(tarih_milad)

=YEAR(TODAY()) - YEAR(A2)

. هذه الصيغة تحسب عمر الموظف الحالي : وصف

.2حساب سنوات الخدمة

yntax: YEAR(TODAY()) - YEAR(tarih_touzi)

=YEAR(TODAY()) - YEAR(B2)

هذه الصيغة تحسب سنوات خدمة الموظف :وصف

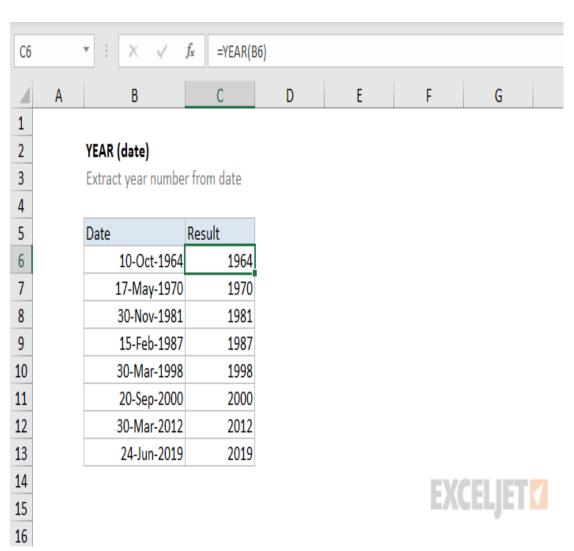
.3حساب تاريخ التقاعد

yntax: EDATE(tarih_touzi, (12 * (عمر تقاعد - عمر)

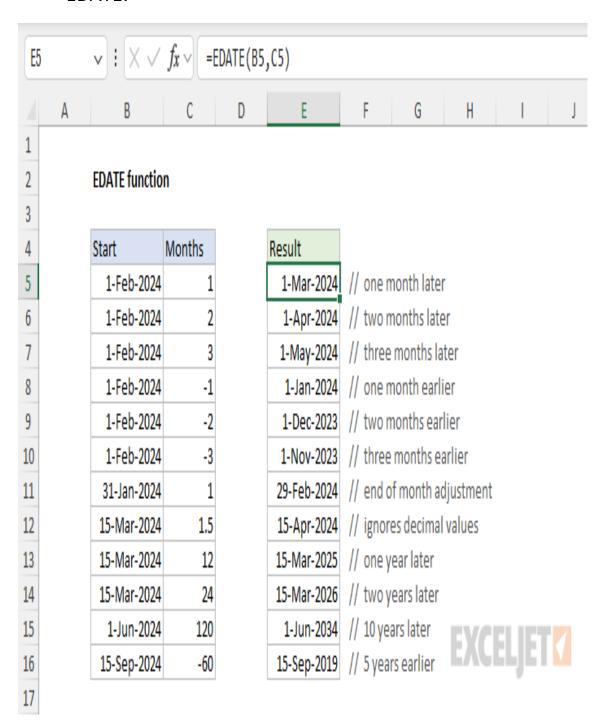
=EDATE(B2, (65 - (YEAR(TODAY()) - بمثال (YEAR(A2))) * 12)

هذه الصيغة تحسب تاريخ التقاعد للموظف بناءً على تاريخ التوظيف و عمره :وصف و عمر التقاعد و عمر التقاعد عمر التقاعد ("Yntax: DATEDIF(tarih_taqaed, TODAY(), "Y") عثال المحسب فترة التق :وصف هذه الصيغة تحسب فترة التق :وصف

- YEAR:



- EDATE:



- DATEIF:

