

Name of the program: Ms-Excel 2007 – Excel for High Performance.

<b>Level</b>	Low/Mid
<b>Duration</b>	8 Mornings
<b>Target Audience</b>	Bank personnel with interest to develop the better foundation on Ms-Excel 2007. Participants with a Laptop and Learning Attitude would be appreciated.
<b>Objectives</b>	<ol style="list-style-type: none"> <li>1. To familiarize participants with the new excel interface.</li> <li>2. To acquaint participants about different useful excel commands.</li> <li>3. To enable participants handle bulk data.</li> <li>4. To learn different formatting tricks.</li> <li>5. To understand worksheet techniques and functions.</li> <li>6. To resolve the excel-printing hurdles.</li> </ol>
<b>Contents</b>	<ol style="list-style-type: none"> <li>I. Facing the New Excel Interface</li> <li>II. Demystifying the Fill Series</li> <li>III. Explaining the Cell Referencing</li> <li>IV. Beauty of Named Range</li> <li>V. Worthy Rules on Setting Data</li> <li>VI. Avoiding Mouse!</li> <li>VII. Specialty about Paste Special</li> <li>VIII. Aligning Gracefully</li> <li>IX. Sorting the Jumbled Data</li> <li>X. Filtering the Desired Data</li> <li>XI. Magic of Conditional Formatting</li> <li>XII. Finding and Replacing with Ease</li> <li>XIII. Number Formatting Tips</li> <li>XIV. Worksheet Techniques</li> <li>XV. Common Worksheet Functions</li> <li>XVI. Common Worksheet Functions. ...contd.</li> <li>XVII. Preparing to Print</li> </ol>
<b>Program delivery</b>	Hands on Exercises.
<b>Date</b>	30 <sup>th</sup> Oct to 7 <sup>th</sup> Nov, 2014 (Excluding Saturday)
<b>Time</b>	7:00am to 8:30am (Mornings)
<b>Facilitator</b>	Mr. Deep Singh Rawat Business Officer, Credit, Operations & Marketing, Agricultural Development Bank Ltd.

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## **Program Session Plan**

### **Day 1**

<b>Details</b>
<b>1. Facing the New Excel Interface</b>
<b>2. Demystifying the Fill Series</b>
<b>3. Explaining the Cell Referencing</b>

### **Day 2**

<b>Details</b>
<b>4. Beauty of Named Range</b>
<b>5. Worthy Rules on Setting Data</b>
<b>6. Avoiding Mouse!</b>
<b>7. Specialty about Paste Special</b>
<b>8. Aligning Gracefully</b>

### **Day 3**

<b>Details</b>
<b>9. Sorting the Jumbled Data</b>
<b>10. Filtering the Desired Data</b>

### **Day 4**

<b>Details</b>
<b>11. Magic of Conditional Formatting</b>
<b>12. Finding and Replacing with Ease</b>

### **Day 5**

<b>Details</b>
<b>13. Number Formatting Tips</b>
<b>14. Worksheet Techniques</b>

### **Day 6**

<b>Details</b>
<b>15. Common Worksheet Functions</b>

### **Day 7**

<b>Details</b>
<b>16. Common Worksheet Functions...contd.</b>

### **Day 8**

<b>Details</b>
<b>17. Preparing to Print</b>

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