Name of the program: Advanced Excel

Level	All, Those who use excel and interested bankers.
Duration (in Days)	8 Morning
Target Audience	BFI professionals
Program Takeaways	Softcopy of Excel Templates, Hands-out of functional commands
	Hands On Instructor-Led Training with the use of a projector and fully furnished training room.
	Each participant must have his/her own laptop.

Contents	**Day 1 :** Introduction to Excel and its capabilities
	        Set expectation of output from training and assign case
	        Start to journey

	Day 2 : Working with Custom Conditional Formats
	Day 3: Using Formulas & Functions
	Day 4 : Working with Range Names Using Advanced Functions
	Day 5 : Getting Reports from your Data "Protect Your Data"
	Day 6 : Managing Workbook and Worksheet Working with Charts
	Day 7: Creating Pivot Tables Working with macro for automation
	Day 8: Review the case and discuss Problem solving techniques
Program delivery	Lecture, Discussion/interaction, case-studies, Practical lab practice
Date	2nd to 10th July, 2015 (Excluding Saturday)
Time	7:00am to 8:30am
Facilitator/s	**Details of Facilitator/s** Mr. Bhuju has started his carrier as software programmer and then moved to the banking sector. He holds in depth knowledge in banking system and possesses broad knowledge in Information Technology. He is currently working in Kumari Bank as Head of IT and he has been conducting training on different segment of IT since last 15 years.