

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	<p>Day 1 : Introduction to Excel and its capabilities Set expectation of output from training and assign case Start to journey</p> <p>Day 2 : Working with Custom Conditional Formats</p> <p>Day 3: Using Formulas & Functions</p> <p>Day 4 : Working with Range Names Using Advanced Functions</p> <p>Day 5 : Getting Reports from your Data "Protect Your Data"</p> <p>Day 6 : Managing Workbook and Worksheet Working with Charts</p> <p>Day 7: Creating Pivot Tables Working with macro for automation</p> <p>Day 8: Review the case and discuss Problem solving techniques</p>
Program delivery	Lecture, Discussion/interaction, case-studies, Practical lab practice
Venue	NBI Hall, Kathmandu.
Date & Time	31 st January to 8 th February (7:30am to 9am) 2016
Facilitator/s	<p>Details of Facilitator/s</p> <p>Mr. Bhujju 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.</p> <p>He is currently working in Machhapuchhre Bank Ltd. as Head of IT.</p> <p>He was previously working in Kumari Bank as IT Head and been conducting training on different segment of IT for 15 years.</p>

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