



PRESENTS

# ADVANCE EXCEL

**- A Tool for Increasing Productivity !**

## Background

Microsoft (MS) Excel (a.k.a. Spreadsheet) software has become an essential part of virtually all the business organizations in the globe. MS Excel is by far the world's most popular spreadsheet program and is useful for everything from maintaining simple household budgets to building experienced financial models or designing complex dashboards.

Microsoft Excel is commonly used for financially-related activities. The reason for its popularity is that the user can define custom formulas for calculating quarterly, half yearly and annual reports. This spreadsheet software also helps the individuals and professionals to effectively keep a track of sales leads, project status reports, and invoice reports. Microsoft Excel is also very popular among professionals from science background as it allows them to easily work with statistical formulas and graphing. This article offers a brief introduction to Microsoft Excel and its key features.

Most BI (business integration), CRM (Customer Relationship Management) and Analytics products in the market use an "export to Excel" features as their selling proposition. Analyzing Business Data with Excel shows you how to solve real-world business problems by taking Excel's Data Analysis Features to the maximum, rather than focusing on individual Excel function and features.

MS Excel offer a grid interface that allows the user to organize any type of information they require. One of the major advantage MS Excel Software is its plasticity feature, which allows the user define the structure of information they need to manage with ease, and is very easy to use and even a novice user can use this software. For specialized tasks, the user needs to undergo training and gain hands-on experience to use it in an efficient way. Heretofore, MS Excel is still the most preferred and used spreadsheet software around the world.

**Therefore, National Banking Institute has designed 2 days' Training on "Advance Excel" aiming to hone the skills of the staffs working in BFIs and other organizations so that they could increase their productivity and contribute in attaining the organizational goal.**

Level	Assistant/ Officers/ Managers
Sessions	8 Sessions
Target Audience	<ul style="list-style-type: none"> <li>Excel Users interested to take their skills on Ms-Excel to the next level.</li> <li>Participants with a Laptop and Learning Attitude would be appreciated.</li> </ul>
Objectives	<ul style="list-style-type: none"> <li>Learn about how to create summary reports that contain Calculations with Conditions or Criteria with PivotTables.</li> <li>Learn how to Count and Add with condition using different Microsoft Excel Functions.</li> <li>Create Summary Reports with PivotTables and SUMIFS Functions.</li> <li>Learn more about Number Formatting. Learn when and how to use the ROUND function in Business.</li> <li>Learn the basics of the VLOOKUP Functions.</li> <li>Learn about how to create charts to visually articulate data.</li> </ul>
Program delivery	Demonstration; Hands on Exercises.
Date, Time & Venue	15th (3:00 pm to 6:00 pm), 16th to 18th February 2019 (7:00 am to 10:30 am), Hotel Pathibhara, Itahari

## Course Outline

### DAY-1

1. EB 03: Introduction to Microsoft Excel 3: Counting & Adding: COUNT, COUNTA, SUM, COUNTIFS, SUMIFS Functions  
[Goal: Learn how to Count and Add with condition using different Microsoft Excel Functions]

Real world Example: In class Creation of Daybook

2. EB 04: Create Summary Reports with PivotTables and SUMIFS Function  
[Goal: Create Summary Reports with PivotTables and SUMIFS Function]

3. EB 05: Power of PivotTables to Create Reports with Various Calculations and Layouts

[Goal: Learn more about how we can use PivotTables to create Summary Reports with Different Calculations and Layouts.]

4. EB 09: Number Formatting as Façade and the ROUND Function

[Goal: Learn more about Number Formatting. Learn when and how to use the ROUND function in Business.]

5. EB 10: Date and Time Number Formatting, Formulas, Functions & Calculations

[Goal: Learn about Date & Time Number Formatting and see how to create various Date and Time Formulas for business situations like Invoicing and Payroll.]

### DAY-2

6. EB 12: Formula Types and Formula Elements

[Goal: Learn about the different types of formulas and learn about the different formula elements.]

7. EB 13: IF Function Made Easy! IS Functions Too! 14 Epic Examples!!

[Goal: Learn the basics of the IF Function and the IS Functions.]

8. EB 14: Microsoft Excel VLOOKUP Function Made Easy! 9 Examples to Make Your Job Easier!

[Goal: Learn the basics of the VLOOKUP Function.]

Real world Example: In class Creation of Correct Discounted Product Price (ref ABK 1489)

### DAY-3

9. EB 15: Microsoft Excel Table Feature to Create Dynamic Ranges for VLOOKUP, PivotTables, & more!

[Goal: Learn the basics of the Microsoft Excel Table Feature so we have Data Sets with Dynamic Ranges.]

10. EB 16: Mixed Cell References in Formulas & Functions to Save Time

[Goal: Learn how to use Mixed Cell References in Microsoft Excel Formulas.]

11. EB 17: Style Formatting: By Hand, Cell, Table & Conditional Formatting

[Goal: Learn how to format tables and reports with Style Formatting.]

Real world Example: In class Creation of Gantt Chart

12. EB 19: SUMIFS, COUNTIFS, AVERAGEIFS, functions to make calculations with one or more conditions or criteria

[Goal: Learn about how to use SUMIFS, COUNTIFS, AVERAGEIFS, functions to make calculations with one or more conditions or criteria.]

### DAY-4

13. EB 20: PivotTable Power: 14 Amazing PivotTable Reporting Tricks from Slicers to Show Values As!

[Goal: Learn about how to create summary reports that contain Calculations with Conditions or Criteria with PivotTables.]

14. Busn218-Video15: Excel Chart to visualize data

[Goal: Learn about how to create charts to visually articulate data]

## Details of Facilitator/s

Mr. Arun Bhadra Khanal

Consultant Statistician (Int'l and National Project)

Lecturer of Quantitative Analysis for Management

Author of Biostatistics

Professional trainer of SPSS and Spreadsheet SW

Note:

Participants are encouraged to bring their own laptop for training sessions.

