



ADVANCED EXCEL FOR MERCHANT BANK PROFESSIONALS



Advanced Excel

Introduction

This Advanced Excel session is designed specifically for Investment/ Merchant bank professionals who heavily rely on Excel program for their daily tasks. In this action packed Excel session, participants will learn the must have Excel skills that would eventually make it easier for them to gather, enter, clean, organize and analyze data. Participants will learn the advanced Excel features and functions and are prepared to handle the frequently encountered frustrations with spreadsheet. The sessions are conducted with lecture and hands on practical example faced at real workplace in investment/ merchant banking. Towards the end of session, participants will become a confident Excel User with increased efficiency & productivity.

Objective

- * To build a solid foundation for becoming Advanced Excel User.
- * To import and clean data for further analysis and reporting.
- * To handle huge data using different Excel tools for business reporting.
- * To perform complex calculations & advanced reconciliation using Worksheet Functions.
- * To create Excel models & print professional looking spreadsheet.
- * To harness the full power of Excel using Macros.

Prerequisites:

Participants are expected to have learning mindset and basic familiarity with Excel program.

Program Details:

Date & Time: 6th to 8th Dec 2020 (7:15am to 8:15am)

9th to 11th Dec 2020 (7:00am to 9:00am)

13th to 15th Dec 2020 (7:15am to 8:15am)

Duration: 12 hours

Fee: Nrs. 7,000 + VAT Per person (10% discount for individual)

Mode: Virtual Training via Zoom or Microsoft Team

Program Details

Excel Foundations

- * Cell Referencing
- * Excel Operators
- * Defined Names

Advanced Worksheet Functions

- * Lookup Functions (VLOOKUP, HLOOKUP, MATCH, INDEX)
- * Logical Functions (IF, AND, OR, NOT, IFFER-ROR)
- * Date Functions (TODAY, YEAR, MONTH, DATE, DATEDIF)
- * String/ Text Functions (LEFT, MID, RIGHT, FIND, LEN, TEXT)
- * Math Functions (SUMIFS, COUNTIFS, ABS, ROUND, MAX, SMALL)

Excel Modeling

- * Understanding Excel Model best practice
- * Creating an Excel Model & Template
- * Using Goal Seek

Advanced Printing

- * Strategy to Print Large Worksheet

Data Importing & Cleaning

- * Understanding Wildcards
- * Rules on Data Set
- * Importing Data from different sources
- * Cleaning Data - using Find & Replace
- * Cleaning Data - using Functions
- * Cleaning Data - using Text to columns

Data Analysis

- * Excel Table
- * Sort & Custom Sort
- * Filter & Advanced Filter
- * Subtotal & Outline
- * Conditional Formatting
- * Pivot Table

Automation

- * Step by step recording Macro
- * Running & Editing Macro
- * Assigning Command Icon to Macro

Trainer Profile

Mr. Deep Singh Rawat

Credit, Operations & Marketing

Agricultural Development Bank Ltd. Kathmandu

MBA from Kathmandu University School of Management, has six years plus banking experience. Prior to start banking career from Kist Bank Limited, he worked for Huawei Technologies Co. Ltd. He had branch level exposures in different areas from Credit to Operations.

Deep joined Agricultural Development Bank Limited and successfully completed his first assignment as a Branch Manager. Currently, he is working in Marketing and Branch Management Division. With a decade long learning and use of Microsoft Excel in different domains, Deep is now passionately sharing his Excel skills. He has conducted several trainings not only for Bank Professionals but also for well know Corporate Houses.