



PRESENTS
UNLOCKING THE POWER
OF MODERN EXCEL



Background

This Advanced Excel session is designed for bank professionals who 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 to gather, enter, organize, analyze and report data. Participants will learn the different Excel features (including the new commands and functions in Excel 365) in a short time span and be confident to apply them at their work. The sessions are conducted with lectures and hands-on practical examples faced at the real workplace. Towards the end of the session, participants are expected to become a confident Excel User with increased efficiency & productivity.

Program Details

Date & Time: 2nd- 4th (7.00am to 10.15am) & 5th August, 2023(8.30am - 2.00pm)

Venue: NBI Hall, Kathmandu

Duration: 9 sessions/ 13.5hrs (1 session=1.5hrs)

Target Audience: Staff under finance, accounting, HR, Logistics dept., business

Breakfast: 2nd - 4th Aug (10.15am Onwards)

Lunch: 5th Aug(11:45am - 12:30pm)

Program Details

Objective

- To build the foundation for becoming an Advanced Excel User.
- To gather, import, clean and organize business data.
- To apply different tools to analyze data for business reporting and insights.
- To perform complex calculations using Worksheet Functions and Formula.
- To design and protect business templates.
- To print professional looking spreadsheets.

Content	
Excel Essentials <ul style="list-style-type: none">• Excel Operators• Cell Referencing• Rules on Data Set• Understanding Wildcards• Defined Names	Advanced Worksheet Functions <ul style="list-style-type: none">• Lookup Functions (VLOOKUP, HLOOKUP, MATCH, INDEX, XLOOKUP)• Logical Functions (IF, IFS, AND, OR, NOT)• String Functions (LEFT, MID, RIGHT, FIND, LEN)• Math Functions (SUMIFS, ABS, MAX, MIN, LARGE, SMALL)• Rounding Functions (ROUND, INT) Brand New Functions available in Excel 365/ Excel 2019
Formula vs Functions <ul style="list-style-type: none">• Examining Functions• Creating Formula	
Data Analysis <ul style="list-style-type: none">• Importing Data• Cleaning Raw Data• Flash Fill• Power Query• Sort & Custom Sort• Filter & Advanced Filter• Subtotal & Outline• Pivot Table	
Formatting <ul style="list-style-type: none">• Excel Table• Conditional Formatting• Custom Number Formatting	Templates & Printing <ul style="list-style-type: none">• Creating Excel Template• Bullet-proofing your Spreadsheet• Strategy to Print Large Worksheet

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Facilitator's Profile

Prerequisites:

- Participants are expected to have a learning mindset and basic familiarity with Excel Program.

Program Requirement

- Participants are requested to compulsorily bring their laptops for practical sessions.

Facilitator's Profile:

Mr. Deep Singh Rawat

MBA, a Bank Professional and an Excel Enthusiast.