Background

Bankers have to deal with numbers whether while accepting cash or making payment of cheques or analysing the credit proposals or carrying out any other activities. In many areas the software installed by the BFIs helps the staffs to get their job quickly and accurately.

However, the BFIs cannot install software for every arithmetic calculation or any other activities, which have to be carried out by the staffs as it would not be doable practically and feasible economically.

The turnaround time can be slashed substantially, calculations can be done accurately, data can be analysed efficiently, record can be maintained effectively and many other activities can be carried out quickly and appropriately if skills of the staffs in using excel could be honed, which ultimately increases productivity, maximizes profitability and customer satisfaction.

Therefore, National Banking Institute has designed 2 days' Training on "**Unleashing the Power of 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	• Excel Users interested to take their skills on Ms-Excel 2007 to the next level. • Participants with a Laptop and Learning Attitude would be appreciated.
Objectives	• Familiarize Participants with the new interface of Ms-Excel 2007.
	• Build the Excel essential Foundation for High Performance.
	• Enable Participants to Handle Bulk Data.
	• To Acquaint Participants with Useful Excel Functions.
	• To Resolve the Excel-printing Hurdles.
Program delivery	Demonstration; Hands on Exercises.

Advanced Excel Training

Contents	Exploring Excel 2007 Interface inside out. *(This section takes you from MS-Excel 2003 or prior version to MS-Excel 2007 version by exploring the new interface, Quick Access Toolbar, File Types, Personalization etc.)*
	Gearing up for High Performance. *(This section prepares for excelling by introducing the cell referencing style, fill series, named range, excel operation rule and error messages.)*
	Taming the Bulk Data. *(This section focuses on managing bulk data using the commands like Paste Special, sorting, filtering, Pivot Table, Conditional Formatting, Custom Number Formats etc)*
	Being Excel-ligent with Worksheet Functions. *(This section armours with amazing excel functions that would help you out-stand among peers.)*
	Customized Printing *(This section is more than printing. Handy techniques about setting up excel document for printing creates a difference.)*

Details of Facilitator/s

Mr. Deep Singh Rawat
July 2011 to present Agricultural Development Bank Ltd. Kathmandu
Business Officer
Credit, Operations & Marketing

July 2009 to July 2011 Kist Bank Ltd. Kathmandu
Officer
Credit Department

November 2008 – July 2009 Huawei Technologies Co.,Ltd. Lalitpur
Finance Officer
Took overall charge of the AP Module and Treasury Management
Research on company establishment and FDI in Nepal

Skills & Trainings
Train the Trainers.
2013, National Banking Training Institute Naxal, Kathmandu

Comprehensive Banking Course
2009, Infinity Research & Training Institute Putalisadak, Kathmandu

FACTPRO (Accounting Software)
2003, Complete Support & Training Centre Naxal, Kathmandu

MS DOS,Windows,Word, Excel, Power Point, Internet and Email.
2001, A to Z Computers Baghbazar, Kathmandu

Program Detail

Date & Time : 24th to 31st August 2016
(7:00am to 8:30am)
Venue : NBI Hall, Kathmandu

Terms and Conditions

Fee/ Charges :
1. Cancellation/ withdrawal of participants must be done 24 hours prior to start of the program. If participant does not attend the program without cancellation, full charge shall be levied to the client.