



# UNLOCKING THE POWER OF MODERN EXCEL

(ADVANCED EXCEL TRAINING DESIGNED TO  
EMPOWER YOUR BACK OFFICE)



## **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:** 3rd- 5th ( 7:00am- 9:30am) 6th & 7th Jan(7:00am-10:00am), 2024

**Duration:** 9 sessions

**Venue:** NBI Hall, Naxal

# Program Details

## Program Objectives

- To build the bed rock 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 and
- To print professional looking spreadsheets.

## Program Content:

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

## Program Details

### **NOTE:**

*Post session online assessment (using multiple choice questions) will be conducted after the end of the program. Participants scoring 60% or above shall receive certificate of completion while the rest will receive certificate of participation.*

### **Prerequisites:**

All the participants are required to bring their own laptops for the program. Participants are expected to have a learning mindset and basic familiarity with Excel Program.

### **Facilitators' Profile:**



**Mr. Deep Singh Rawat**  
**Chief Excel Officer, Knack for Excel**  
**Branch Manager, ADBL**

Mr. Deep Singh Rawat, an MBA graduate from Kathmandu University School of Management, has more than a decade of banking experience. He is skilled in Data Analysis, Financial Modeling, Business Intelligence, Bank Operations, Merchant Banking, Digital Banking, Credit Management, Risk Management, HR Operations, People Analytics, Sales Analysis, KPIs, Supply Chain Management.

Prior to starting his banking career from Kist Bank, Mr. Rawat had worked for Huawei Technologies under the capacity of Finance Officer. Currently, he is engaged as the Branch Manager at Agriculture Development Bank Limited. He is also the Chief Excel Officer at Knack For Excel where he has been providing Advanced Level Microsoft Excel Training (on premise and online with face to face interaction), Training on Data Analysis including Business Intelligence (Power BI), and Financial Analysis & Modelling Training.

Mr. Rawat has trained hundreds of participants at different proficiency level (Banks and FIs, Insurance, Merchant & Investment Banks, Government, INGOs and Corporates) and has also provided Excel Consulting & Development of forms, templates for businesses (using VBA).