



UNLOCKING THE POWER OF EXCEL

(Advanced Excel Training designed to empower your Back Office)

Introduction	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 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 will become a confident Excel User with increased efficiency & productivity.
Objectives	<ul style="list-style-type: none">To build the foundation for becoming an Advanced Excel User.To gather, organize and analyze data for business reporting.To perform complex calculations using Worksheet Functions.To learn to automate repetitive tasks using Macros.To design templates and print professional looking spreadsheets.
Prerequisites	Participants are expected to have a learning mindset and basic familiarity with Excel Program.
Program Delivery	Online Demonstration (via Microsoft Team)
Date	9th to 14th August 2020
Time	6:45am to 8:45am
Fee	6,000+VAT per person (5% additional discount for individuals)
Facilitator/s	Deep Singh Rawat Banking Professional and Advanced Excel Trainer

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