



PRESENTS

EXCEL FOR HIGH PERFORMANCE

Level	Low/Mid
Duration	8 Mornings
Target Audience	<ul style="list-style-type: none"> Bank personnel with interest to develop the better foundation on Ms-Excel 2007. Participants with a Laptop and Learning Attitude would be appreciated.
Objectives	To familiarize participants with the new excel interface.
	To acquaint participants about different useful excel commands.
	To enable participants handle bulk data.
	To learn different formatting tricks.
	To understand worksheet techniques and functions.
	To resolve the excel-printing hurdles.
Contents	I. <u> </u> Facing the New Excel Interface
	II. <u> </u> Demystifying the Fill Series
	III. <u> </u> Explaining the Cell Referencing
	IV. <u> </u> Beauty of Named Range
	V. <u> </u> Worthy Rules on Setting Data
	VI. <u> </u> Avoiding Mouse!
	VII. <u> </u> Specialty about Paste Special
	VIII. <u> </u> Aligning Gracefully
	IX. <u> </u> Sorting the Jumbled Data
	X. <u> </u> Filtering the Desired Data
	XI. <u> </u> Magic of Conditional Formatting
	XII. <u> </u> Finding and Replacing with Ease
	XIII. <u> </u> Number Formatting Tips
	XIV. <u> </u> Worksheet Techniques
	XV. <u> </u> Common Worksheet Functions
	XVI. <u> </u> Common Worksheet Functions. ..contd.
	XVII. <u> </u> Preparing to Print
Program delivery	Lecture, Discussion/interaction, case-studies, Practical lab practice

Advanced Excel Training



Course Outline

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, PowerPoint, Internet and Email.



Program Detail

Date : 6th to 14th September, 2015
Time : 7:00am to 8:30am
Duration: 8 mornings (1.5 hrs each)
Venue: NBI Training Hall, Ktm

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.