

Name of the program : Mastering the fundamentals of MS Excel 2007

Level	Mid level to Senior
Duration (in Days)	Eight Day mornings sessions
Target Audience	Supervisors/Officers/Managers who have limited/little knowledge on Excel 2007 or have competency level of a mediocre.
Program Takeaways	The program orients the trainees with practically most in use fundamentals of MS Excel 2007 usage & instill in them the clear concept in rightly matching the need with the functional tools. It intends to transform them from limited users to competent Excel users thus enhancing their efficiency at works related to Excel. Participants will also be oriented on basic understanding of some advanced features of Excel.
Program delivery	Lecture & hands on practical (scenario/case based) exercises run simultaneously with theory.
Date	29 th March to 6 th April, 2015 (Excluding Saturday)
Time & Venue	7:00am – 8:30am, NBI Training Hall, Kathmandu.
Facilitator/s	Mr. Harendra Jung Thapa , who designed this course, is the trainer for this program. He has designed banking and soft skill training programs of different types in the last several years. He himself has been using MS EXCEL for last 18 years. His passion for EXCEL combined with some trainings in APTECH, has made him a prolific EXCEL user and trainer. He has delivered his EXCEL training for bankers, College students and corporate house employees. During his tenure as a banker in Standard Chartered Bank Nepal Limited and as Head of Academic Operation in KFA Business School (an academic wing of KFA P. Ltd), he designed many EXCEL templates which proved to be very effective tools of efficient time management. He successfully headed a few prominent training institutes like ICA-Associates & BTI as General Manager. He is currently providing consulting services to Resonance Nepal as a Data Consultant and is a freelance MS Excel 2007 trainer.

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Program Session Plan

Day I

Time	Details
7:00 to 8:30am	<ul style="list-style-type: none"> • Uses of Excel • Understanding - EXCEL sheet, file & cells • Data • Use of Fill Handle • TABLE Creating (simple way) & applying table styles • Selection of cell/cell range • Random selection of cells • Useful navigation keys

Day II

Time	Details
7:00 to 8:30am	<ul style="list-style-type: none"> • Copying cell/cells • Paste special features • transpose • Paste link • FIND & replace • Clear tab • Understanding Cell error indicators • Formatting

Day III

Time	Details
7:00 to 8:30am	<ul style="list-style-type: none"> • Merge cell • Cell Orientation • Text Wrap • TEXT ALIGNMENT • Conditional formatting • Insert/add column • Insert/add row • Hiding column/s • Hiding row/s

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Day IV

Time	Details
7:00 to 8:30am	<ul style="list-style-type: none"> • Increasing column width • Increasing row height • Hiding cell contents • DATA validation – imposing data restrictions • Cell with list of items • Cell message • Text to column • Sort • Filter

Day V

Time	Details
7:00 to 8:30am	<ul style="list-style-type: none"> • Graphs – Column, pie-chart & line graph • Functions & formulae • Sum & sumif • Count & countif • Counta & countblank • If function • VALUE – • Abs • ROUND- • Max , min & Avg, • Today() • Upper , lower & proper

Day VI

Time	Details
7:00 to 8:30am	<ul style="list-style-type: none"> • Concatenate • VLOOKUP • HLOOKUP • Copying formulae & absolute referencing • Naming a cell/cell range • Cell Comment

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Day VII

Time	Details
7:00 to 8:30am	<ul style="list-style-type: none">• Protection of cells , workbook & file• Track changes• PRINTING-Print pre-view adjustments, Set print area, titles printing, setting page break• Goal Seek

Day VIII

Time	Details
7:00 to 8:30am	<ul style="list-style-type: none">• Simultaneously creating /editing multiple worksheets• Concept on PIVOT TABLE• Concept on MACRO• Functions keys• Vital combination key short cuts• Split & Freeze windows

Special instruction : All participants must have their laptops with MS Excel 2007/2010 version.

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