nrbjobs
TRAINING

2-DAY TRAINING
MASTER CLASS DATA ANALYSIS WITH MS EXCEL

October 12 & 13, 2018 | 09:30 am to 05:30 pm
Venue : NRB Jobs Training Center
General Fees: Tk. 7,500 + VAT

LEARNING OBJECTIVES

Skillful use of MS Excel tools will save a lot of time. That time adds up to extra time for your more enjoyable activities. In addition, you will let know that you are more resourceful and can produce proficient looking reports and presentations that impress. This course will take you straight into a simple set of efficiency rules that will lead you towards professional excellence.

SPEAKER'S PROFILE

Md. Anowar Hossain Fakir
Lead Consultant

Presently he is an entrepreneur of Training Bangla and having solid working experience of 19+ years in different positions in Project Management, Procurement, Fleet Management, Store Management, Quality Control and Occupational Health & safety through working in all intermediary positions with job enlargement & enrichment with diversified job responsibility.

He has experienced from different national and international organizations including Robi Axiata Limited, A leading Telecommunication Company and Intertoll Management system, which was worked as O&M Company in Bangabandhu Bridge.

Apart from his creative and strategic contributions to the Organization, He was a leading in-house official trainer of Robi Axiata Limited starting from 2012. He has successfully conducted training on MS Excel (Basic & Advance), Graphical Data Representation with Excel, MS PowerPoint and Presentation Skills, Project Management with Microsoft Project, Essential Leadership Skills in Managing Team Performance, Data analysis and Financial Modeling. He is also a regular trainer of ICAB (The Institute of Chartered Accountants of Bangladesh), BRAC, DaySpring Limited, Prothom-Alo-Jobs, ICT Bangladesh and freelancing in various organization. He has conducted training at more than 100+ corporate houses of the country. Trained around 3,000 people on Microsoft Office and Leadership 600 days in 5 years and about 2500+ training Hours & rating was 9.5 out of 10.

Mr. Anowar is the author of Easy way to learn Microsoft Office (Sohoje Shikhi Microsoft Office). The book has been nominated as the Official Training Manual of Robi Corporate Social Responsibility Programs on Basic Computer Training for College Students of Less Developed Areas and covered 72 colleges for 7,200 students.

CONTENTS

MODULE 01 : Introduction I Customization The Ribbon I File Management

MODULE 02 : Advance Viewing I Creating a Usable Data Table

MODULE 03 : Using Logical Function

MODULE 04 : Sort, Filter and Advanced Filter I Conditional Formatting I Creating Table

MODULE 05 : Data Validation I Functions (Lookup) I Creating Charts

MODULE 06 : Pivot-Table and Pivot Chart I Dashboard Creation

MODULE 07 : Master Class Data Analysis Tecnique

MODULE 08 : What is Macro? I Protection I Printing and Graphics I Critical Thinking

TRAINING METHODOLOGY

• Interactive with trainer & trainees
• Assessments to measure existing knowledge and deficiencies
• Positive impact on works giving users real hands-on experience
• Engaging –interesting Fun and learn
• Easy to understand
• Practical case studies, Group discussions and exercises
• Motivational Video Clips

REQUIREMENTS

• The training requires having Excel 2010 and above. Excel 2007 will also work but you won't be able to practice the advance features. Best is Excel 2016.
• You also must be ready to practice every topic covered.
• Practical case studies, Group discussions and exercises
• Motivational Video Clips

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