

BAIPHIL cordially invites you to the Seminar on:

## Advanced Excel Training for Bankers

**Speaker: Ms. Maria Anna Masindo** – Wholebrain Training & Consultancy

### Course Overview:

- In this training you will effectively learn how to use Excel's data tools, formulas and visual tool to crunch business data and to build displays. The trainees will learn the advanced Excel skills that apply to creating smart adaptive Excel business tools. This will cover topics on how to create advanced logic that allows these tools to operate autonomously and adapt to changing data. It also provides an introduction to macros using VBA-Visual Basic for Application in MS Excel, fundamentals of automating frequently repeated tasks.

### Course Outline:

#### Section 1: Advanced Data Analysis Tools

Topic B: Data Validation Techniques

Topic C: Using Data Consolidation

Topic D: Using Goal Seek

Topic E: Using the Scenario Manager

Topic F: Using Solver

Topic G: Using Advanced Filter

Topic H: Importing External Data

Topic I: Using Pivot Table

Topic J: Using Pivot Chart and the appropriate Chart Types for reporting needs.

#### Section 2: Advanced Formulas

Topic A: Three Types of Formula

1. Standard Formula
2. Array Formula
3. 3-D Reference Formula

Topic B: Nesting Functions

Topic C: Advance Formulas

Topic C.1: Date & Time

- Datevalue
- Edate
- Eomonth
- Networkdays
- Networkdays.i
- Ntl
- Timevalue
- Weekday
- Weeknum
- Workday
- Workday.intl

Topic C.2: Statistical

- Large
- Small
- Max
- Min
- Maxa
- Mina
- Stdev.p
- Stdev.s
- Stdeva
- Stdevpa
- Trend
- Var.p

Topic C.3: Database

- Daverage
- Dcount
- Dcounta
- Dget
- Dmax
- Dmin
- Dproduct
- Dsum
- Dstdev
- Dstdevp
- Dvar
- Dvarp

*\*Note: Please bring your own Laptop*

**Schedule: January 30-31, 2020 (Thursday-Friday); 8:30 A.M. to 5:00 P.M.**

**Venue: Dusit Thani Manila, Ayala Center, Makati City.**

## Registration:

Please complete the Registration Form below and send it to [training@baiphil.org](mailto:training@baiphil.org) or fax to (02)8853-0889. Registration form received will serve as notice for reservation only.

### Registration Form:

Full Name : \_\_\_\_\_  
First Name
M.I
Surname

Nick Name: \_\_\_\_\_ Email Address: \_\_\_\_\_

Telephone no.: \_\_\_\_\_ Cellphone no.: \_\_\_\_\_

Designation: \_\_\_\_\_

Department: \_\_\_\_\_

Sponsoring Bank/ Institution: \_\_\_\_\_

How did you know about this program?  
(please check appropriate box)

- |   |  |
|---|--|
| <input type="checkbox"/> Email from BAIPHIL     | <input type="checkbox"/> Program Handout       |
| <input type="checkbox"/> BAIPHIL Website        | <input type="checkbox"/> BAIPHIL Facebook page |
| <input type="checkbox"/> Others, please specify |  |

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**REMARKS** *(on nominees specific & immediate training needs, potentials, etc.)*

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Signature of Nominee:

Recommended by:

\_\_\_\_\_  
 Signature Over Printed Name

\_\_\_\_\_  
 Signature Over Printed Name

## Registration Dues:

**Php9,000.00 / participant for Member Banks**

**Php10,000.00 / participant for Non-Member Banks**

(Inclusive of AM Snack, Lunch, PM Snack, Certificate of Attendance and materials)

## Payment Options:

- Deposit thru our Bank Account:

Account Name: Bankers Institute of the Philippines, Inc.

Name of Bank : Bank of Commerce – Dela Costa/Alfaro Rd.. Br.

Acct. No. : 101-00-004876-4

Please fax or email the deposit slip and indicate the name of your bank, participants and seminar to be attended

- Bring Check Payment on the day of Seminar. (Check payable to Bankers Institute of the Philippines, Inc. or BAIIPHIL)
- Deliver check payment to BAIIPHIL Office at Unit 2103, 21<sup>st</sup> Floor, The Peak Tower, #107 L.P. Leviste Street, Salcedo Village, Makati City.

Payment should be made on or before the seminar date payable to Bankers Institute of the Philippines, Inc. (BAIPHIL). NO PAYMENT IN CASH DURING THE SEMINAR DAY.

For inquiries, please call the BAIIPHIL Secretariat at (02) 8853-4457 or 8519-2433.

Registration form may be reproduced, and fax at no. (02) 8853-0889 or e-mail at: [training@baiphil.org](mailto:training@baiphil.org)

## Cancellation Guidelines :

**Deadline of Submission of Registration** is January 22, 2020 (Wednesday)

BAIPHIL reserves the right to cancel programs due to low turn-out of registration, illness of resource speaker, inclement weather or unforeseen events. As such, participants to the program or their HR representatives will be advised either through e-mail or by phone, at least five working days prior to the learning event otherwise same shall be billed accordingly.

BAIPHIL is responsible only for the full refund of the registration fee but not for the transportation expense of the participants who have booked their travel in advance.

Should a participant decide to cancel his/her registration, he/she may opt for a refund or transfer his/her participation in the program to another colleague by sending in writing his cancellation or transfer notice to BAIIPHIL. A 100% refund or transfer will be made if the advice is received within five working days before the seminar run.