
IT Skills

Overview

The objective of the course is to enhance the computer productivity by developing advanced skills in the use of Microsoft Excel/Office/PowerPoint. It is designed to introduce the techniques and concepts associated with effective operations and gradually evolves to the advanced features required in banking industry.

Learning Outcome Statements

- Understand the Dos & Don'ts when using Microsoft Office for professional use
- Effectively use Microsoft Excel for developing models related to pricing and risks
- Effectively use Microsoft Word for writing documents in a professional way
- Effectively use Microsoft Power point for creating various presentations both for internal and external purposes

Key Contents

Microsoft Excel

- The Excel Environment
 - Workbooks and worksheets
 - Formula bars, tool bars, menus
 - Worksheets and Excel settings
- Data Entry and Formatting
 - Entering and formatting data
 - Cut, copy and paste, paste special
 - Inserting, deleting and hiding columns/rows
 - Custom data formatting
 - Conditional formatting
 - Data validation
- Formulae and References
 - Entering basic formulae
 - Inserting a basic function using formula bar tips or the Function Wizard
 - Using Goal Seek
 - Absolute and Relative References and cut/copy effects
 - Naming Cells and Ranges for referencing
 - Core Functions: SUM, AVERAGE, MIN, MAX, COUNT

- External Data and Charts
 - Text to columns
 - Delimiting data
 - Autofilter and custom filter
 - Data sorting
 - Chart Wizard
 - Chart formatting
- Logical Functions
 - The IF statement and its arguments
 - using IF, AND, OR, COUNTIF, SUMIF, SUMPRODUCT
 - Error handling using ISERROR
 - Circular references and formula auditing
 - Deliberate circular references
 - Use of iteration and binary switches
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 - Text strings / Concatenation to reference multiple cells
- Text and lookup functions
 - Formatting text using formulae
 - Using LEFT, RIGHT, LEN, SEARCH to consider certain characters
 - Lookups Functions to cross reference data: VLOOKUP, HLOOKUP, MATCH, INDEX.

Microsoft Word

- Creating a word document
- Formatting a word document
- Organizing Data in Tables
- Using word editing features
- Mail merge
- Recovering word documents
- Document Collaboration

Microsoft PowerPoint

- Creating a Basic Presentation
 - Formatting Text on Slides
 - Picture Basics
 - Using diagrams, charts, and tables
 - Use of animation
 - Change slide design
 - Adding Graphical Objects to a Presentation
 - Modifying Graphical Objects in a Presentation
- Working with Tables
- Working with Charts