

# KUTOOLS FOR EXCEL

## PRODUCTIVITY TOOLS FOR BANKERS



### COURSE MODULES

#### Module 1: Introduction to Kutools for Excel

- ◆ Overview of Kutools and its key features.
- ◆ Installation and interface walkthrough.
- ◆ Customizing Kutools settings.

#### Module 2: Workbook & Worksheet Tools

- ◆ Merging and splitting workbooks and sheets.
- ◆ Managing multiple worksheets: renaming, protecting, and grouping.
- ◆ Navigating large datasets with ease.

#### Module 3: Range and Cell Operations

- ◆ Merging, splitting, and swapping ranges.
- ◆ Automating data entry and formatting.
- ◆ Advanced range editing techniques.

#### Module 4: Data Processing and Cleaning

- ◆ Removing duplicates and cleaning up messy data.
- ◆ Advanced sorting, filtering, and data organization techniques.
- ◆ Batch processing for quick, efficient data handling.

#### Module 5: Working with Formulas and Text

- ◆ Formula auditing and troubleshooting.
- ◆ Automating text conversions and formatting.
- ◆ Using batch formula tools for complex calculations.

#### Module 6: Security and Encryption Tools

- ◆ Protecting sensitive data using encryption.
- ◆ Managing cell and sheet protection effectively.

#### Module 7: Advanced Features and Productivity Tips

- ◆ Using the Navigation Pane to enhance workflow.
- ◆ Advanced batch operations and customization.
- ◆ Tips and tricks for boosting productivity with Kutools.

### FACILITATOR

Ms. Sumaira Ghouri is an experienced Corporate Trainer, Course Facilitator, Lecturer and Public Speaker. She has more than 12 years' experience and she has trained and taught more than 2500 business professionals. Ms. Ghouri is the First Female Microsoft Office Corporate Trainer in Pakistan.

**MARCH 25, 2026**

**9:00 AM - 5:00 PM**

**NIBAF PAKISTAN - KARACHI**



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