

Empowering Officials with Data Skills: Advanced Excel Training for Finance Division Officials

A five-day training program on Advanced Microsoft Excel was held between 15 and 22 July 2025 at the Finance Division’s Training Room in Dhaka, aimed at strengthening data management and analytical capacity for improved efficiency in public financial management. Strengthening Public Financial Management Program to Enable Service Delivery (SPFMS) organized the training for the officials of Finance Division.

The program was inaugurated by Bilquis Jahan Rimi, Additional Secretary (Budget-1) and National Program Director of SPFMS, as the Chief Guest. The session was presided over by Dr. Ziaul Abedin, Additional Secretary



(Macroeconomics-1), while Hasan Khaled Faisal, Additional Secretary (Expenditure Management Wing), and Homayra Begum, Additional Secretary (State-Owned Enterprise-1), attended as Special Guests.

In her opening address, Bilquis Jahan Rimi highlighted the importance of building technical expertise. “If we share our knowledge with one another, the outcomes of our work will improve significantly. Sharing specialized skills does not diminish one’s own expertise. With the rapid pace of technological advancement, there is no alternative to continuous training if we are to keep pace with changing times,” she said.



A total of 26 participants, including senior officials of the Finance Division, are attending the training. Sessions are being conducted by Palash Biswas from July 15–17 and will continue from July 21–22, 2025.

The curriculum is designed to take participants from intermediate to advanced Excel proficiency. The first three days covered data cleaning and formatting, including custom formats, removing duplicates, flash fill, and importing data; conditional formatting and validation, such as heat maps, icon sets, and custom formulas; and structured references with dropdown lists, dependent validations, and advanced rules.

The following sessions focus on logical and lookup functions—including IF, nested IF with AND/OR, and advanced tools like XLOOKUP—as well as text and date functions such as TEXTJOIN, TRIM, DATEDIF, and NETWORKDAYS. The final day will emphasize pivot tables, pivot charts, and dashboard development, equipping participants to transform raw data into meaningful insights.