

FINANCIAL MODELING IN EXCEL

Become productive and creative in Microsoft Excel



Excel Essentials	2
Advanced Excel	3
Data Analysis and Dashboard Reporting	4
Advanced Data Analysis and Dashboard Reporting	5
Budget Modeling in Excel	6
Advanced Budget Modeling in Excel	7
Financial Modeling in Excel	8
Advanced Financial Modeling in Excel	9



The Course

Most professionals use Microsoft Excel on a daily basis for number crunching but have not received formal training on use of the software. This results in underutilisation of excel and results in many professionals spending more hours working in Excel than desired. This two (2) day practical course, is packed with Excel Essentials which every professional must know.



Learning Outcomes

- An overview of what Excel is and what you can use it for.
- Handle a large dataset with ease i.e. navigating, viewing etc
- Get skills on referencing cells. Writing a formula once and drag/copy thereby creating calculation blocks.
- Knowledge to name cells and range. Writing formulas in English to improve clarity.
- Make use of functions in Excel to manipulate data
- Apply formatting to improve on presentation and readability.
- Data validation allows you to control the inputs made by the end user. You will learn how to create validations in your spreadsheets.
- Convert a range to table and explore the benefits of creating a table
- Create charts and tables with boardroom quality
- The confidence and knowledge to move on to the next level - Advanced Microsoft Excel



Course Content Summary

- Overview of Excel
- Modifying a worksheet and developing a workbook
- Cell Referencing
- Naming Cells and Ranges
- Formulas & Functions
- Tables
- Formatting
- Data Validation
- Charts



Target Audience

A must for all Excel Users



The Course

Many times we are stuck in the office trying to manipulate data and come up with reports. Microsoft Excel has quicker ways to find solutions by taking advantage of the built-in functions available in Excel. Save time by learning these functions and tools. This two (2) days course is full of practical examples.



Learning Outcomes

- Ability to customise Excel to meet user's needs.
- The knowledge to nest other functions with the "IF" function to make it more useful/powerful
- The ability to use these key formulas for mapping, matching and comparing data.
- Skill in naming a range using formula to allow auto updating.
- Modify charts and filter by date or any other useful dimension.
- Master the full suite of summing and counting formulas, from the basic SUM to the powerful analytical formulas such as SUMIFS.
- Understanding of how to locate errors in formulas and manage them in your spreadsheets using formula.
- Ability to audit reports in Excel using available tools.
- Know how to link MS Excel file to MS Word and MS Powerpoint.
- Recording/Writing own macros to turn several procedures into a click of a button
- Share and protect your workbooks.



Course Content Summary

- Customising Excel
- Logical Functions – IF (), AND (), OR ()
- Lookup Functions – VLOOKUP (), INDEX (), MATCH ()
- Dynamic Naming of cells and Ranges
- Charts
- Summing and Counting
- Error Management Formula
- Excel Auditing Tools
- Embedding and Linking
- An Introduction to VBA
- Protecting Workbooks or Specific Cell Areas



Target Audience

Daily/ Heavy Excel Users



The Course

Big Data is on the rise, a robust Data Analysis model with interactive dashboard reports is undoubtedly key for business success. Get the skills to develop and automate your own data analysis models to summarise, present and communicate the meaning of your data clearly and concisely in this two (2) day course.



Learning Outcomes

- Guiding principles of data analysis
- Summarise data using formulas
- Reconciling data using formulas
- Skill in using the consolidation feature to consolidate.
- Dynamic charts.
- Create reports using pivot tables
- Putting together all the pieces in Excel to build a robust model with excellent dashboards for presentation.



Course Content Summary

- Introduction and Managing Data
- Summarising and Analysis
- Reconciliation
- Multiple Sheet Models
- Consolidations by Position and by Category
- Charts: Outstanding Charts such as Combo and Waterfall
- Pivot Tables
- Finalise Auto Updating Reports



Target Audience

Accounting and Finance Professionals
Program Analysts



The Course

Turn data into useful information with ease. Data available to us today is overwhelming and can keep you in the office until odd hours. This course gives you the skills to analyse data and design dashboard reports to interpret and communicate. The two (2) day course offer you the opportunity to develop a model from scratch.



Learning Outcomes

- Streamline model building by applying best practice functions, tools and techniques
- Ability to build a data analysis model from scratch.
- Skill in using excel tools which are faster than using formulas.
- Knowledge to up a data model and then create a pivot table.
- Create dashboard to produce boardroom quality reports
- Well presented dynamic model.
- Protect your work in Excel to avoid undesirable changes by other user.
- Enhance Data Visualisation



Course Content Summary

- Data Analysis Theory And Data Relationship
- Data Analysis Model Design
- More Data Analysis Tools in Excel
- Create reports that can be updated by appending input
- Auto-Updating Charts
- Data Model: Using two data sources to create a pivot table
- Dashboard Design
- Making Dashboards Interactive
- Adding Icons, Sparklines, Images and Logos to Dashboards.
- Presentation of Model Results



Target Audience

Accounting and Finance Professionals
Program Analysts



The Course

Most companies get into the Budgetary Period without an approved budget. Year after year professionals manually number crunch during budgeting time. Change requests cause sleepless nights. Budget modeling is a practical two (2) day course designed to give professionals the agility demanded by the corporate world today. Giving clear demonstration of modeling techniques required to construct efficient flexible budgets in Excel.



Learning Outcomes

- Navigate Excel with confidence
- Apply numerous Excel shortcuts to improve your productivity
- Build a complete budget workbook using Excel, with account worksheets linked into a summary worksheet
- Link budget data into Microsoft PowerPoint and Word documents
- Improve worksheet design using formulas, such as =IF, =VLOOKUP, and Conditional Formatting
- Create charts and graphs for budget presentations
- Prepare budget estimates and scenarios with ease
- Link together cells, worksheets, and workbooks
- Design and produce a budget depicting the future with precision



Course Content Summary

- Preparing budget templates
- Explore static, flexible and rolling budget
- Restrict inputs using Data Validation
- Excel Functions for Budget and Financial Analysis- if () and Vlookup ()
- Create and Consolidate Departmental budgets
- Budgeting for capital expenditure vs. operational expenditure
- Consolidating departmental budgets and linking to Financial Statements
- Building Scenarios using drop down
- Creating targets in the budget USING Goal Seek Method
- Management Reporting- Variance Analysis using Conditional Formatting



Target Audience

Budget and Program Analysts
Accounting and Finance Professionals



The Course

Most professionals have accepted that budgeting processes are tedious and take long to complete involving a back and forth process. This view can change if you can utilise Microsoft Excel to the fullest in preparation, reviewing and reporting on the budget. While professionals have full knowledge on rules and regulations that govern the process of budgeting, there is need to enhance skills in the knowledge of Excel functions and tools that help to develop budget models which can be used for years to come.



Learning Outcomes

- Build a complete budget model using Microsoft Excel
- Planning techniques such as What – if Analysis and Scenario manager
- Sensitivity analysis using Data Tables
- Improve budget model flexibility using formulas
- Understanding how links work
- Insert budget trendlines and perform simple regression
- Make use of custom views to improve budget presentation
- Create charts and graphs for budget presentations
- Presenting the budget on a dashboard
- Tips on presenting an overview
- Protecting workbooks or specific cell areas of the budget



Course Content Summary

- Preparing budget templates
- Preparing budget model
- One way and Two way Data Tables
- Managing linked workbooks
- Excel Functions : Offset () , Indirect()
- Using decision logic and what-if analysis
- Consolidation Options when budgeting
- Building Scenarios using combo boxes
- Custom Views
- Graphical analysis and trendlines
- Creating a Budget Dashboard



Target Audience

Budget and Program Analysts
Accounting and Finance Professionals



The Course

This two (2) day course is designed for business professionals who need to explore the practical usage of advanced excel functions in a financial model. By creating your own user-friendly financial model, you will learn to translate business concepts into a structured format to identify weaknesses and predict future performance.



Learning Outcomes

- Knowledge of the guiding principles of modeling.
- Using excel tools to customise.
- Apply logical, lookup and other functions when modeling.
- Ability to effect changes to the model from a central point and make changes for specific item.
- Effect changes in economic factors to a financial model.
- Ability to assess a project.
- Link the key financial statements when budgeting.



Course Content Summary

- Modeling Overview
- Excel Tools
- Essential Formulas
- Financial Modeling Techniques – flagging, tier tables
- Modeling Economic Factors- inflation, exchange rates
- Analysing Key Financial Data
- Presenting your Model



Target Audience

Accounting and Finance Professionals



The Course

In this volatile business environment, being able to accurately model and forecast is a critical skill for business professionals. Build on your existing modeling skills and apply new techniques to better analyse financial data, predict revenues and costs to justify business decision in the most time-efficient and effective way. With a lot of systems in the market, Microsoft Excel still stands out. Come and stretch its capabilities in this two (2) days course.



Learning Outcomes

- Guiding principles of modeling.
- Applying advanced functions in modeling.
- Develop a model using current trends.
- Read and understand spreadsheets created by colleagues with no modeling skills
- Rebuild inherited models from colleagues.
- Create to predict your business drivers.
- Link the key financial statements and their relationship.
- Knowledge of one of the fastest way to create financials through use of a pivot.
- Create a dashboard to produce boardroom quality reports



Course Content Summary

- Theory and Best Practice.
- Advanced Functions.
- Template approach, Typical layout, structure and flow.
- Reading an Unstructured Models.
- Rebuilding an Inherited Model with errors.
- Financial Forecasting.
- Creating and Linking Financial Statements.
- Preparing Final accounts from Trial Balance using Pivot Tables.
- Automation: Creating a Dashboard and Switchboard.



Target Audience

Accounting and Finance Professionals

∴ *Quatrohaus* | 10 YEARS

Zimbabwe

1 Verona Gardens, 70 Livingstone Ave,
Btwn 6th & 7th Street

Upper Avenues, Harare, Zimbabwe

Tel: +263 86 77 00 30 30

Email: sales@quatrohaus.com

Cell: +263 783 693 037 / +263 772 381 263

Zambia

1st Floor, Blue House, Part of Plot 2374
Great East Road, Arcades, Lusaka, Zambia

Email: sales@quatrohaus.com

Cell: +260 96 995 2704

www.quatrohaus.com