

# FINANCIAL MODELING

Become productive and creative in Power BI & Microsoft Excel

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No.	Course	Zambia	Zimbabwe
1	Excel Essentials	24 <sup>th</sup> -25 <sup>th</sup> March	27 <sup>th</sup> – 28 <sup>th</sup> April
2	Advanced Excel	26 <sup>th</sup> – 27 <sup>th</sup> March	29 <sup>th</sup> – 30 <sup>th</sup> April
3	Data Analysis & Dashboard Reporting	26 <sup>th</sup> – 27 <sup>th</sup> May	23 <sup>rd</sup> – 24 <sup>th</sup> June
4	Advanced Data Analysis & Dashboard Reporting	28 <sup>th</sup> – 29 <sup>th</sup> May	25 <sup>th</sup> – 26 <sup>th</sup> June
5	Financial Modeling in Excel	28 <sup>th</sup> – 29 <sup>th</sup> July	25 <sup>th</sup> – 26 <sup>th</sup> August
6	Advanced Financial Modeling in Excel	30 <sup>th</sup> – 31 <sup>st</sup> July	27 <sup>th</sup> – 28 <sup>th</sup> August
7	Budget Modeling in Excel	22 <sup>nd</sup> – 23 <sup>rd</sup> September	27 <sup>th</sup> – 28 <sup>th</sup> October
8	Advanced Budget Modeling in Excel	24 <sup>th</sup> – 25 <sup>th</sup> September	29 <sup>th</sup> – 30 <sup>th</sup> October
9	Power BI	19 <sup>th</sup> – 20 <sup>th</sup> October	17 <sup>th</sup> – 18 <sup>th</sup> November
10	Advanced Power BI	21 <sup>st</sup> – 22 <sup>nd</sup> October	19 <sup>th</sup> – 20 <sup>th</sup> November

*Duration for all courses is two (2) days*

## 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
- 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 utilize 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 trendiness 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 trendiness
- 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 customize.
- 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
- Analyzing 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

## The Course

Power BI is a Microsoft tool that builds on Microsoft Excel capabilities while addressing some of its weaknesses. If you have used a Data Model or Power Pivot, Power BI will not be entirely new to you. The formulas which we refer to as DAX will also be familiar and easy to learn for good Microsoft Excel users. This course gives a sound introduction of Power BI while giving you all the relevant skills to manipulate, transform, model and visualise data beyond the capabilities of Microsoft Excel

## Learning Outcomes

- Similarities of Microsoft Excel and Power BI
- Connect to data in Microsoft Excel and other databases
- Develop a model using current trends.
- Explore the drag and drop technology
- Understand how DAX works
- Ability to create matrices and charts in Power BI
- Build interactive dashboards
- Knowledge of one of the fastest ways to analyse data that Microsoft Excel can not handle

## Course Content Summary

- Import data via queries
- Use queries to transform data into usable, meaningful tables
- Create a data model with relationships, custom sorting, a date dimension table
- Create a report in a Power BI Desktop environment
- Tips & tricks to enhance your reports with tooltips
- Use the various filter options, such as slicers, visual level filters and page level filters
- Use report level filters and drill through filters
- Set up interactions between charts
- Create a dashboard in a Power BI environment

## Target Audience

Professionals involved in Data Analysis of Big Data

## The Course

Companies are now gathering data than ever before which has remained untapped in most cases. Skills in data analysis, Business Intelligence / Business Analytics are highly valued as they are invaluable in deriving forecast factors and predictive analysis. It is the same B.I. tool used by professional analysts and data scientists. This course will give you the necessary skills to build professional-quality **Business Intelligence Reports** while blending and transforming raw data into beautiful **Interactive Dashboards**

## Learning Outcomes

- Develop data modeling skills using Power BI
- Use query editor
- Understand the Pros and cons of different connection types: import, direct connection
- use DAX (Data Analysis Expressions) to get Business Performance, Patterns and Trends from Data
- Ability to create powerful calculations and comparisons across multiples tables of data.
- Clean the data, model your data as per your requirement and format your report to make it look beautiful and professional
- Visualize data in a meaningful way to gain more business insight

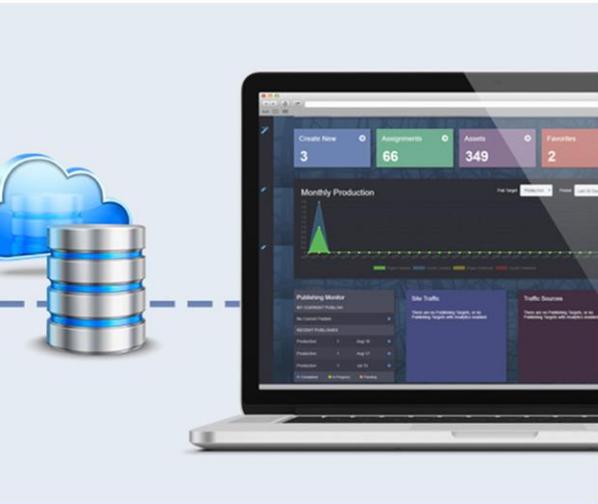
## Course Content Summary

- Collect , Ingest and Import Data
- Prep, Clean and Shape Data
- Relationships between tables (single versus cross-filtering, active versus non-active relationships)
- Optimise a model (star diagram, snowflake diagram (xVelocity in-memory analytical engine))
- Apply Filter functions (e.g. All, Allexcept, Allselected, Calculate, Filter, etc.)
- Use Date and time intelligence functions (e.g. DateAdd, DatesYTD, Parallelperiod, Sameperiodlastyear, etc.
- Add measures and calculated columns to the model
- Use custom visuals in Power BI reports
- Create Business Intelligence Reports and Dashboards from scratch to finish

## Target Audience

Professionals involved in Data Analysis of Big Data

# Other Services



## Agile Software Development

We have a depth of experience in every aspect of software development and collaborate with you to find the right mix to create a solution to your business needs. Our developers are proficient in several scripting and programming languages (Java, C#, ASP.NET & PHP). Our specialty is Java using Spring MVC Framework.

- Web Applications (Saas or PasS)
- Native Mobile Apps (iOS and Android)
- Progressive Web Applications
- Application Modernization
- Cloud Application Development
- Software Testing
- Software QA
- Integrations

## Web & Mobile Apps Development

Custom web development geared towards your specific goals and needs. Rather than using an "out of the box" websites, Quatrohaus provides clients with flexible, scalable and upgradeable websites. Our specialty is Drupal and WordPress.

This department offers the following:

- CMS Driven Websites
- Mobile Apps
- UX and UI Design
- Social Media & Web Marketing
- Web Hosting - Shared, Virtual Machines and Dedicated Servers
- Cloud Based Email Platforms (G Suite and Microsoft Office 365)



## Queue Management Services

Digital Signage applications together with Kiosks, Queue Management and Customer Management Systems can improve Customer Services, reduce queuing, control customers flow and increase sales and cross-sales efficiency.

Some of the benefits of Queue management systems are:

- Sales become more finely measurable (by country / region / branch / clerk / time-period / services, etc.)
- Customer services become measurable (administration time / back-office work time, etc.)
- Success rate of customer services becomes measurable

Are you interested in these services?

Contact our sales team: [sales@quatrohaus.com](mailto:sales@quatrohaus.com)

# ∴ *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  
Cell: +263 77 2 595 347  
Email: training@quatrohaus.com

## Zambia

1st Floor, Foxdale Court Office Park  
609 Zambezi Road, Roma  
Lusaka, Zambia  
Cell: +260 96 995 2704  
Email: training@quatrohaus.com

[www.quatrohaus.com](http://www.quatrohaus.com)