SKILL
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Finance Simplified

Overview

Enhance your financial knowledge using Microsoft Excel.

Course Objectives

Learn how you can:

- Be an Excel power-user with the aim of reducing non-value adding tasks.
- Create Scenario Analysis and Dashboards.
- Create drop-down boxed and scroll-bars for flash analysis.
- Understand and apply Forecasting concepts and being able to track forecasting errors.
- Apply certain new function appearing in Excel 2013 onwards.

Duration

2 Day(s)

Who Should Attend

Who will likely need to troubleshoot large, complex workbooks, automate repetitive tasks, engage in collaborative partnerships involving workbook data, construct complex Excel functions, and use those functions to perform rigorous analysis of extensive, complex dataset.

Prerequisites

Basic knowledge of Microsoft Excel is essential with the following pre-requisites. You should have attended Microsoft Excel Foundation & Intermediate Level or able to switch between task applications and perform SUMIF, COUNTIF and IF functions.

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Course Topics

Module 1	**Finance Simplified Basics**
	Art of Financial Modelling • The purpose of Finance Simplified • Attributes of a good model • Avoiding common errors
Module 2	**Excel Tools & Functions**
	Importing Data from Various Sources • Importing text files • Importing external worksheets • Importing data from the Internet **Using Subtotals & Outline** • Using Automatic Outlining • Displaying And Collapsing Levels • Creating Subtotals • Grouping Data Manually vs using Auto Outline **Linking, Consolidating and Combining Workbooks** • Linking Workbooks • Consolidating Workbooks • Combining Worksheets **Exploring Scenarios** • What is a Scenario? • How to use the Scenario Manager • Creating A Multiple Scenarios • Creating A Scenario Summary Report **What If Analysis** • Using Data Table • Using Goal Seek **Lookup Functions** • Extracting data using VLOOKUP, HLOOKUP, INDEX (MATCH) • Creating Hyperlinks • Creating drop-down boxes using Data Validation list

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Module 3	**Building Financial Report** **Building Financial Statements** • Sales, Cost of Sales, Production Costs, Headcount, and other supporting worksheets • Summary P&L, Balance Sheet and Cashflow • Depreciation models • Using functions such as - AVERAGEIF, COUNTIF, COUNTIFS, SUMIFS, NPV, PMT, and many more.
Module 4	**Building Dashboards** • Changing your forecast figures in seconds • Useful dashboards and charts
Module 5	**Recording & Running Macros** **Macros** • Recording Macros • Playing Macro • Macro Security • Assigning a Keystroke to a Macro • Creating an Object and assigning the macro to the Objects.

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