

Essential Excel for Finance

Specifically designed for finance professionals who need to take their Excel skills to the next level, this intensive full day course focusses on the technical Excel skills required in everyday Finance roles. This very practical course covers everything you need to perform your job and nothing you don't!

For those who don't have time to sit through extensive Excel "how to" training, the Essential Excel courses arm you with a range of tools, techniques and formulas essential for your job. Guaranteed to contain "no fluff", you will be equipped with the skills to increase productivity and produce more efficient and accurate Excel calculations and reports.

Learning Objectives

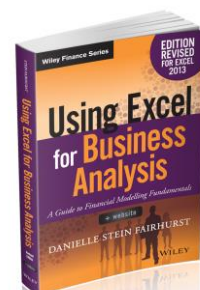
This course is very hands-on and practical and each participant will be expected to create their own spreadsheet models. During the day, we'll use the Excel tools and techniques learned to achieve common workplace solutions:

- Create an **interest rate calculator** to test sensitivity of repayments to changes in loan assumptions
- Build self-balancing **error checks** and variance alerts
- Calculate weighted average cost of capital (WACC) and **project evaluation** measures NPV, IRR and payback period
- **Forecast cash revenue** using date functions and pivot tables
- Develop a user-friendly, interactive **pricing model** containing spin buttons and drop-down boxes.

Who should attend this course?

Financial Accountants, Business Analysts, Finance Managers, Reporting Analysts, Financial Analysts, Management Accountants, Commercial Managers, Financial Controllers, Budget Managers, Accounts Receivable, Accounts Payable

Each participant receives a copy of the book '**Using Excel for Business Analysis**' by Danielle Stein Fairhurst, part of the Wiley Finance Series.



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Prerequisites

The course material includes extensive use of Excel and participants will gain the maximum benefit from this course if they are already competent spreadsheet users. It is designed for users who do use Excel on a regular basis, and are comfortable with using its tools and functions.

At minimum, it is assumed that participants will know how to:

- Navigate confidently in Excel
- Use absolute cell references (e.g. =\$A\$1)
- Create and use advanced Excel tools and functions on a regular basis

Course Agenda

Must-know Tools and Techniques

- Key points on the new features in Excel 2016
- Absolute referencing
- Named Ranges
- Time saving shortcuts

Formulas you simply can't live without

- LOOKUP, VLOOKUP, HLOOKUP
- Logical functions eg. IF, AND
- Aggregation functions eg. SUMIF, COUNTIF
- Financial Functions eg. NPV, IRR, PMT
- Formula Nesting

Bullet-proofing your Model

- Protect data by locking cells
- Password Protection
- Restricting incorrect data entry with data validations
- Using worksheet protection to prevent entry
- Protecting your file using "Read Only" and password protection

Charting

- Creating and modifying a chart
- Making your charts look fabulous
- Charting tips, tricks and shortcuts

Now updated
for Excel 2016!

Meet your facilitator, [Danielle Stein Fairhurst](#), financial modelling specialist and author of '[Using Excel for Business Analysis](#)'



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Essential Advanced Tools

- Autofilters
- Goal Seek
- Macros
- Pivot Tables
- Array formulas

Other Useful Stuff

- Spin buttons
- Hiding & Grouping
- Working with dates
- Hyperlinking
- Conditional formatting

**Got a few participants?
Run this course in-house!**

What past students have to say about this course:

- *I really learnt about the power of Excel on this training course!*
- *Concise, adaptive, relevant without being overwhelming. Thoroughly enjoyable.*
- *I discovered so many other functionalities of Excel that was not aware of prior to this course. I have learned many useful functions and tools that will improve the efficiency and quality of my financial reports.*
- *Excellent course - thanks very much.*

Payments can be made by credit card, cheque or bank deposit and must be received two weeks prior to the training course. Cancellations or transfers can only be accepted prior to this date. If you are unable to attend a course, a substitute attendee is welcome in your place at any time.

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