



## FM039: Next Generation Excel: Advanced Business and Financial Reporting

## Training Description:

It is a fact: Excel is the accountant's, finance and business professional's best friend! Companies everywhere are overwhelmed with the abundance of unstructured and unclear data. Monthly, quarterly and annual closing are immensely data driven and require moving and exporting data from 'ERPs' and databases to Excel. This hands-on course will advance your data massaging, modeling, integration and automation skills to new levels. You will also master normalization and massaging of noisy data, preparation of reports, analysis and reconciliation.

This is an Excel-based course allowing you to develop an exclusive-level of expertise and adding immediate value to your job and company.

## Training Objectives:

By the end of the training, participants will be able to:

- ✓ Apply Excel reporting expertise in business, finance, and accounting by enhancing data slicing and dicing, data massaging, and data analysis skills
- ✓ Use pivot tables and pivot charts to perform automated report writing, analysis and reconciliation most efficiently
- ✓ Develop special flash and management reports by linking-up excel with access, web, text, SQL, and other databases
- ✓ Repeat tasks and generate reports efficiently by recording, running and editing macros
- ✓ Acquire numerous tips and tricks that will improve the working efficiency

## Training Designed for:

This course is designed for Business, finance and accounting professionals, senior and junior accountants, business analysts, research professionals, marketing and sales, administrative staff, supervisors, general business professionals and staff from any function who need to learn and apply state-of-the-art techniques to their daily business reporting, reconciliations, and analysis.

## Training Requirement:

"Hand's on practical sessions, equipment and software will be applied during the course if required and as per the client's request."

Contents can be adapted to your specific wishes. It is therefore possible to focus on specific modules of the training course as per client's learning needs and objectives. Further, it should be forwarded to us a month prior to the course dates.

## Training Program:

### DAY ONE:

#### ❖ Data massaging: tools and techniques

- Consolidating data from separate files and sheets
- Advanced data validation using lists, dates and custom validation
- Cell management tools: Left, Right, Mid, Concatenate, Value
- Naming, editing, and managing cells and ranges
- Subtotal, Sumif, Sumifs, Sumproduct, Count, Countif, Countifs
- Looking-up data, texts, and values using Vlookup

- The incredible table-tools technique
- Slicing dates into day names, weeks, week numbers, month names, years and quarters
- Text to columns and dynamic trimming using Trim, Len
- Managing texts and numbers using Replace, Find, and Substitute
- Text change functions

#### DAY TWO:

##### ❖ Reporting, analysis and reconciliations using pivot tables

- The 17 must learn rules
- Creating pivot tables
- Number formatting techniques
- Designing report layout
- Sorting in ascending, descending and more sort options
- Filtering labels and values
- Expanding and collapsing reports
- Summarize data by sum, average, minimum, maximum, count
- Show values as % of total and % of
- Showing report filter pages
- Inserting formulas
- Date analysis
- Copying pivot tables
- Creating pivot charts
- Dynamic chart labeling
- Mastering the slicer
- Linking pivot tables and pivot graphs with PowerPoint
- Conditional formatting with pivot tables

#### DAY THREE:

##### ❖ Modeling and integration techniques

- Perform 'what-if' analysis using spinner
- Check box data modeling with 'if' function
- Option button data modeling with 'if' function
- List box data modeling with 'Choose' function
- Linking Excel with text files
- Linking Excel with databases (Access)
- Linking Excel with multiple Excel files and SQL
- Linking Excel with internet
- Linking Excel with Excel
- Scenario manager

#### DAY FOUR:

##### ❖ Introduction to learning the ultimate tool in Excel: "Macros"

- Macro basics
- Planning a macro

- Designing your control board
- Recording macro
- Testing macro
- Editing macro
- Macro workshops
- Advanced filter with macro

#### DAY FIVE:

- ❖ **Tips and tricks in Excel**
  - Data entry form
  - Custom list
  - Camera tool
  - Text to speech
  - Protecting worksheets and workbooks
- ❖ **Course Conclusion**
- ❖ **POST-ASSESSMENT and EVALUATION**

#### **Training Methodology:**

This interactive training course includes the following training methodologies as a percentage of the total tuition hours:

- 30% Lectures, Concepts, Role Play
- 70% Workshops & Work Presentations, Techniques, Based on Case Studies & Practical Exercises, Gamification, Software & General Discussions
- Pre and Post Test

#### **Training Certificate(s):**

CMCT Internationally recognized certificate(s) will be issued to each participant who completed the course.

#### **Training Fees:**

**TBA as per the location** - This rate includes participant's manual, hand-outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

Note: The 5% VAT (Value Added Tax), will be effective starting 01st of January 2018 as per the new regulation from the UAE Government. The VAT applies for all quotation both for local and abroad.

#### **Training Timings:**

##### **Daily Timings:**

|               |                               |
|---------------|-------------------------------|
| 07:45 - 08:00 | Morning Coffee / Tea          |
| 08:00 - 10:00 | First Session                 |
| 10:00 - 10:20 | Recess (Coffee/Tea/Snacks)    |
| 10:20 - 12:20 | Second Session                |
| 12:20 - 13:00 | Recess (Prayer Break & Lunch) |
| 13:00 - 14:00 | Last Session                  |

**For training registrations or in-house enquiries, please contact:**

**Aisha Relativo** - Training & Career Development Manager

[aisha@cmc-me.com](mailto:aisha@cmc-me.com) / [training@cmc-me.com](mailto:training@cmc-me.com)

Tel.: +971 2 665 3945 or +971 2 643 6653 | Mob.: +971 52 2954615