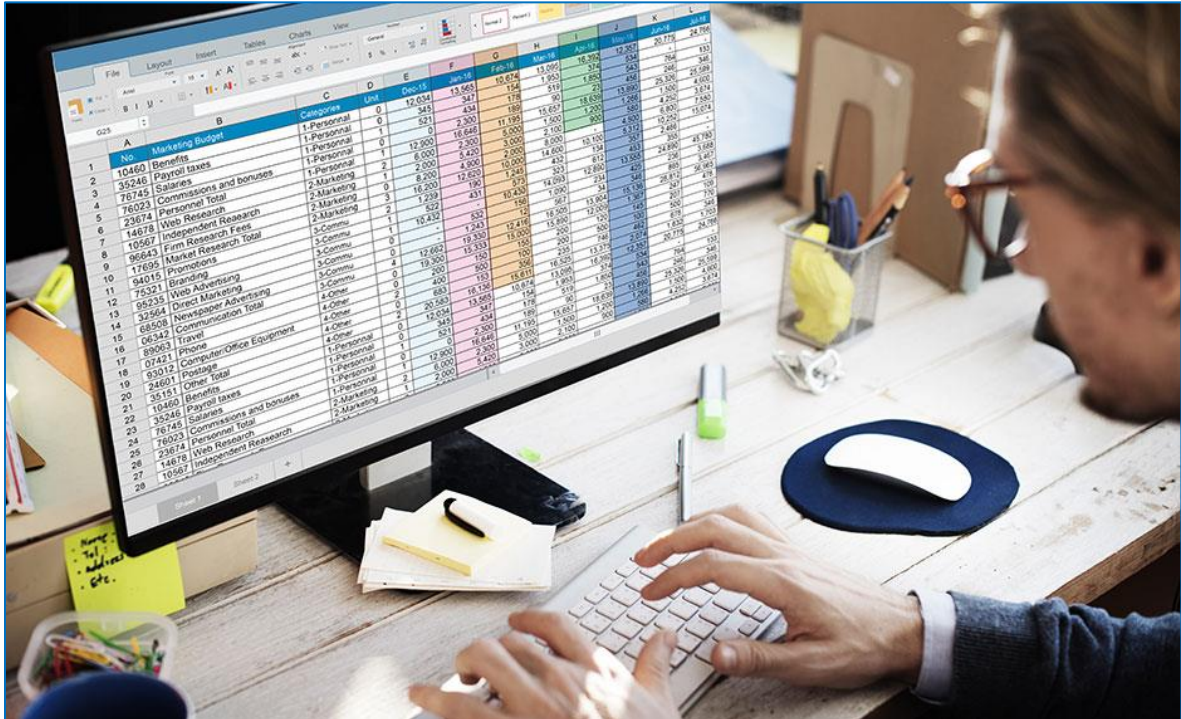




FM099: Advanced Excel: Spreadsheet Techniques and Financial Applications

Training Description:

Advanced Excel: Spreadsheet Techniques and Financial Applications course is specifically designed for finance professionals who need to take their Excel skills to the next level. This intensive course focusses on the technical Excel skills required in everyday Finance roles. It provides a complete, high-level education which will teach you the skills that you need to respond to the challenges presented by the manipulation of financial data.

This training course provides a complete, high-level education which will teach delegates the skills that they need to respond to the challenges presented by the manipulation of financial data. They will not only learn practical, advanced skills which will help increase their productivity; they will also be enhancing their value as finance professionals.

Training Objectives:

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

- ✓ Discover hidden short-cuts to dramatically reduce the time you spend on spreadsheets
- ✓ Develop practical solutions to your business problems through superior spreadsheet design
- ✓ Reduce the potential for error when creating and using your spreadsheets
- ✓ Upgrade your spreadsheet skills with advanced data management techniques
- ✓ Use macros more efficiently
- ✓ Develop efficient techniques for using charts
- ✓ Use spreadsheet skills for advanced financial applications
- ✓ Analyse data accurately using pivot tables

Training Designed for:

This course has been specifically designed for all finance professionals who are looking to use advanced Excel techniques to improve their computing efficiency and their ability with financial applications.

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.”

This training course is available upon request in English or Arabic, virtual online live or face to face public/inhouse. Content, location and duration 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:

❖ Excel Tools and Techniques

- Must-know Tools and Techniques
 - Key points on upgrading from Excel 2003 to 2007/2010 and the latest, 2013
 - Tool selection; why Excel?
 - Absolute referencing
 - Named Ranges



- Time saving shortcuts
- Formatting Your Spreadsheets
 - Freezing row and column titles
 - Using auto format
 - Format painter
 - Paste special
 - Custom number formats
 - Conditional formatting
 - Working with dates
- Sorting Data in A Spreadsheet
 - Sorting data in Excel
 - Custom sort orders
 - Defining a custom list
 - Autofilters
 - Subtotalling
- Formulas you simply can't live without
 - LOOKUP, VLOOKUP, HLOOKUP
 - Logical functions eg. IF, AND, OR
 - Aggregation functions eg. SUMIFS, COUNTIFS
 - Formula Nesting
- Linking Data in Spreadsheets
 - Linking to a cell on the same sheet
 - Linking to cells in other worksheets and workbooks
 - Cell references in formulae
 - Linking to cells in Excel workbooks from Word
 - Linking charts
 - Create a more efficient model with links
 - Dealing with links and the potential errors they cause
- Making a model user-friendly
 - Formatting
 - Navigation
 - Hyperlinking

DAY TWO:

❖ Advanced Excel Tools

- Reducing Errors
 - Common Excel error values
 - Suppressing errors with IFERROR
 - Strategies to reduce errors in Excel spreadsheets
 - Building error checks
 - Auditing and correcting errors
- Bullet-proofing your Model
 - Protect data by locking cells
 - Restricting incorrect data entry with data validations
 - Applying data validations for drop-down boxes

- Using worksheet protection to prevent entry
- Protecting your file using “Read Only” and password protection
- Hiding columns, rows and worksheets
- Grouping as an alternative to hiding
- Protecting worksheets and workbooks
- Spreadsheet Auditing
 - Tools for auditing your spreadsheet
 - Rebuilding an inherited model
 - Formulae and locations
 - Tracing precedent and dependent cells
- Charting
 - Creating and modifying a chart
 - Making your charts look fabulous
 - Charting tips, tricks and shortcuts
 - Customising charts
 - Editing series and markers
 - Formatting chart axis
 - Widening the gaps between columns in a chart
 - Creating waterfall and tornado charts
 - Building a combo chart with two axes
- Other Advanced Tools
 - Goal Seek
 - Form Controls
 - Spin buttons
 - Array formulas
 - Introduction to the solver function
- **Practical Exercise:** create a pricing model which allows the user to change currencies and margins using drop-down boxes and spin buttons

DAY THREE:

❖ Decision Tools in Excel

- Risk Analysis
 - Dealing with uncertainty and risk
 - Sensitivity vs. Scenario analysis
 - Economic inputs to model, and modelling fluctuations in external factors
 - Use of stress testing to validate a model
 - What-if analysis
 - Importance of assumptions when assessing risk
- Scenario Tools
 - Overview of technical scenario tools in Excel:
 - Scenario Manager
 - Drop-down boxes
 - In cell drop-down boxes
 - Combo boxes
 - Data Tables

- Using Data Tables
 - Data tables for sensitivity analysis
 - 1-input data tables
 - 2-input data tables
 - Applying advanced conditional formatting to scenarios with formulas
- **Practical Exercise:** Assess a property development opportunity under best, base and worst-case scenarios using three different methods of scenario analysis.

DAY FOUR:

❖ Decision Tools in Excel (cont'd)

- **Summarising Data Using Pivot Tables**
 - What are pivot tables and when to use them
 - Grouping data in pivot tables
 - Refreshing pivot tables
 - Formatting a pivot table
 - Editing grand totals and subtotals
 - Using calculated fields in a pivot table
 - Introduction to PowerPivot, a new Microsoft BI tool add-in to Excel
- **Practical exercise:** Create a P&L report using a pivot table with calculated fields
- **Using Excel Macros**
 - Introduction to VBA (Visual Basic for Excel)
 - Why use macros and when not to use them
 - Recording macros
 - Creating a formatting shortcut key macro
 - Running macros
 - Using macro buttons
- **Practical Exercises:** Create a macro to:
 - Format cells
 - Refresh a pivot table
 - Run a goal seek

❖ Using Excel for Financial Modelling

- **Using Financial Functions**
 - The time value of money
 - Calculation of future value and present value
 - Net Present Value (NPV)
 - Present Value (PV)
 - Future Value (FV)
 - Internal Rate of Return (IRR)
- **Financial Statement Modelling**
 - Financial statements
 - Financial ratio analysis
 - Financial forecasting

DAY FIVE:

❖ Using Excel for Financial Modelling (cont'd)

- Practical **exercise**: Build a set of financial statements in Excel, and perform scenario analysis on the inputs
- Cost of Capital
 - Loan Calculations; PMT, IPMT and PPMT
 - Cost of debt
 - Cost of equity
 - Weighted Average Cost of Capital (WACC)
- Practical exercise: Calculate the WACC, and use it for new capital purchasing decision-making
- Financial Functions in Modelling
 - Escalation modelling methods
 - Break-even point and marginal costing
 - The discounted cash flow (DCF)
- Practical exercise: Create a company valuation financial model using the DCF method
- Project Evaluation and Capital Budgeting Techniques
 - Calculating a Payback period
 - Internal Rate of Return (IRR)
 - Net Present Value (NPV)
- Practical Exercise: Calculate the NPV, IRR and payback period for a new project
- Cash flow Forecasting
 - Capital budgeting and depreciation
 - Linking revenue to the cash flow
 - Corkscrew cash flow forecasting
- Practical **Exercise**: Create a cash flow forecast based on forecast revenue and assumed debtor days

❖ Course Conclusion

❖ POST-TEST 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, 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:

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:

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Training & Career Development Department