

Target Audience

Minimum 8 Delegates

ADVANCED MS EXCEL is ideal for all persons using Excel spreadsheets. Professions that have attended include accountants, actuaries, auditors, business analysts, chartered accountants, civil engineers, construction, consulting, corporate finance, engineers, farming, finance.

Course Objectives

- ❖ Build easy to use Budgets and Forecasts
- ❖ Aggregate the budgets and forecasts in the easiest possible way
- ❖ Run sensitivities on their models
- ❖ Understand and make use of Pivot Tables
- ❖ Report their findings graphically via charts and other visualisation techniques
- ❖ Identify/ remove duplicates in a spreadsheet
- ❖ Perform fuzzy logic (find cells that are similar to xyz)
- ❖ Change the colour of cells depending on what is in the cell
- ❖ Add risk robots to their reports
- ❖ Understand what formulas are doing and easily see where they come from
- ❖ Handle text issues i.e. joining cells, splitting them, finding key words in cells
- ❖ Joining/ comparing databases to identify duplicates and merge spreadsheets
- ❖ Understand and use dates correctly
- ❖ Avoid errors in their spreadsheet work

Course Outline

Lesson 1: Spreadsheet Best Practice

- Why should you follow best practice guidelines for financial models
- Consistency
- Separating the inputs, calculations and outputs
- Spreadsheet Integrity

Lesson 2: Other Spreadsheet Best Practice Suggestions

- Determine the business drivers or triggers of the model
- Single input vs a row of inputs
- Contentious Issues in Spreadsheet Best Practice Theory
- Other best practice suggestions

Lesson 3: Financial Modelling Essential Knowledge

- Building buckets for financial models
- Function Wizard
- Auditing a formula in financial models
 - Using \$ signs (absolute and relative referencing)
 - IF function in Financial Models

Lesson 4: Headers for Financial Models

- Headers in a Financial Model
 - Building the Headers
 - Making use of the headers

Lesson 5: Aggregation

- Trick for aggregating in Financial Models
- Useful for the aggregation trick
- Practical examples to be completed

Lesson 6: Dates in Financial Models

- How Excel Handles Dates
- Key DATE functions for Financial Models
- Practical examples to be completed

Lesson 7: OFFSET in Financial Models

- OFFSET in Financial Models
- Practical examples to be completed

Lesson 8: Working Capital in a Financial Model

- Working Capital in Financial Models
- Practical examples to be completed

Summary Example up to this point

- Practical examples to be completed

Lesson 9: Some more Financial Modelling Tips and Tricks

- Change many sheets at the same time
- Protecting specific cells in Financial Models
 - Handling Error Messages- IFERROR, ISERROR and AGGREGATE

Show numbers in millions or with kg in the number

- Easily convert months into years, quarters or anything else

Lesson 10: VLOOKUP in Financial Models

- VLOOKUP in Financial Models- The TRUE option
- Practical examples to be completed

Summary example to this point

- Practical examples to be completed

Lesson 11: Comparing Budgets and Forecasts to Actuals

- Best way to compare actuals with your budgets/ forecasts
- Conditional Formatting
- Practical examples to be completed
- CHOOSE function
- Practical examples to be completed
- Waterfall Chart

- Practical examples to be completed Variance Calculation

- Practical examples to be completed Single Variable Data Table in Excel
- Two Variable Data Table in Excel
- Practical examples to be completed

- Calculate the Interest vs Capital portion of debt repayment Allow for Ad hoc Withdrawals and Prepayments
- Allow for changes in Interest rates
- Practical examples to be completed

- NPV and IRR Excel NPV functions
- Excel IRR functions
- Multiple Discount rates in NPV?
- Terminal Cash Flow Discounting
- Compound Annual Growth Rates (CAGR) in Excel
- Practical examples to be completed

Lesson 12: Other Financial Modelling, Budgeting and Forecasting Considerations (time and need dependant)

- Dealing with Exchange Rates
- Assessed Tax Losses
- Model with inflation or without (real vs nominal numbers)?

Course Delivery

Starting time : 08h30
Mid-morning break : 10h00 – 10h15
Lunch : 12h00 pm – 12h45
Mid-afternoon break: 14h30– 14h45
Knock off : 16h00

Delivery Method:

On-site & Virtual

The programme is facilitated by a competent subject matter specialist/s, which utilises the following techniques to ensure that the session is practical and experiential: Discussion; Role Plays; Exercises & Case Studies; Simulation; and learner assessment.

Assessment and Certification

Formal Assessment:

Each learner will be provided with an assessment guide on the last day of the programme in which a range of assessment methods and tools will be used to assess the competence level of each individual learner.

Feedback:

Learners will receive comprehensive, detailed and accurate feedback on assessment.

Certification:

When the learner is found to be competent in the specific field of knowledge a certificate will be issued.

Language of delivery:

English

PLEASE EMAIL COMPLETED REGISTRATION FORM BACK TO:

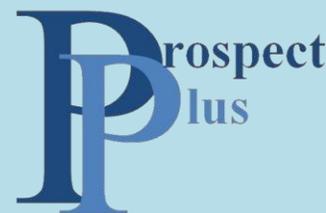
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3. Name:.....Surname:.....Position.....
4. Name:.....Surname:.....Position.....

(For more Delegates Please Photocopy)

ORGANISATION APPROVAL

Approving Manager Name: _____

Title: _____ Organization: _____

Telephone _____ Fax _____ e-mail _____

Signature : _____ (This booking is invalid without a signature)

DELEGATE FEE: 10 500.00 – Fees includes course documentation, Facilitation, assessments & Certificates on completion of Course. An additional cost of R2 000 for laptop hire

PAYMENT METHODS

Bank Transfer payments to be made payable to: **Prospect Plus (Pty) Ltd, NedBank, Account Number: 1171790759, Branch Code: 19130500**

please Email this form and proof of Payment to andries@prospectplus.co.za

TERMS AND CONDITIONS

CANCELLATIONS: By completing this registration form, the client hereby agrees that Prospect Plus will not be able to mitigate its losses for any less than 50% of the total contract value. Cancellations must be received in writing seven days prior to the event. Only cancellation made in writing and addressed for the attention of the Chief Financial Officer will be recognized by Prospect Plus. Cash alternatives will not be offered although delegate substitutions are welcome any time. Hereafter, the full workshop fee is payable.

If for any reason Prospect Plus decide to amend this workshop, we are not responsible for covering airfare, hotel or other costs incurred by registrants. In the event that I Prospect Plus cancel the event, Prospect Plus reserves the right to transfer this booking to another workshop to be held in the following six months, or to provide a credit of an equivalent amount to another workshop in the same sector within the following six months.

INDEMNITY: Should for any reason outside the control of Prospect Plus, the venue or speakers change, or the event be cancelled due to act of terrorism, extreme weather conditions, industrial action Prospect Plus shall Endeavor to reschedule but the client hereby indemnifies and Prospect Plus holds harmless from any costs, damages, and expenses including attorney fees, which are incurred by the client. The construction validity and performance of this Agreement shall be governed in all aspects by the laws of Republic of South Africa to the exclusive jurisdiction of whose course the parties hereby agree to submit.

PAYMENTS ARE REQUIRED WITHIN 7 DAYS OF INVOICE.