Course Overview – 1 day course

**0.5 hours - Intro & Overview – Basic Introduction to Financial Modelling Best Practice Framework**
Discuss guidelines to follow when creating Financial Models and the pillars of the Best Practice Framework:

- Ownership & Protection
- Set-up
- Structure
- Inputs
- Formats
- Calculations
- Output
- Documentation

**2.0 hours - Excel Tools - Instructor led training focused on Excel Tools specifically useful in Financial Modelling**
introduce tools and work through specific examples to solidify learning.
1. Controls, Defined Names, Building Complex Formula
2. Flags & Switches
3. Solver, Scenario Manager, Goal Seek
4. Validating Data & Data Protection

**3.5 hours - Hands on Financial Modelling – work through Projects from scratch to build models addressing different scenarios**
Project 1 – Feasibility Study
Project 2 – You have been engaged to assess the viability of a Development Proposal, compile forecast Financial Statements.
Project 3 – Clients have commissioned a model to forecast Cashflows of a potential investment.
Project 4 – Dashboard and Sensitivity Analysis must be built onto the model you have created for Project 3.
Project 5 – Tasked with building an Automatic Quoting Tool for the Sales Team
Project 6 – Mini Project regarding Dividend Payout Matrix and allocating appropriate rates to investors.

**Detailed Contents & Reference Material**

**Business Case Studies –**

**Project 1 - 4**
Bringing it together using realistic scenarios. The projects and scenarios are exactly what analysts and business managers need to work through on a daily basis. We teach you how to approach them and build models consistent with our best practice framework. Students work through the exercises building the models in class. Worked solutions will also be available to take download and take away.

**Project 1 – Feasibility Study**
What is the potential savings of investing in a new technology? We build a model to calculate potential savings and returns.

**Project 2 – Financial Forecasts**
You have been engaged to assess the viability of a Development Proposal. We build financial forecasts including a set of financial statements.

**Project 3 – Detailed Cashflow Projection Model**
Clients have commissioned a model to forecast Cashflows of a potential business venture. The model must be flexible enough to enable sensitivity testing.

**Project 4 – Dashboard and Sensitivity Analysis**
Students will build a Dashboard on a model they have created. It will also be modified to demonstrate sensitivity analysis options.

**Project 5 – Quoting Tool**
Build a Dynamic Quoting Tool to support Sales Team in providing Quick Point and quick quotes.

**Project 6 – Mini Dividend Project**
Given Payout Matrix for different Funds, automatically calculate individuals rates.
Excel Specialist – Financial Modelling

Excel Modelling Tips & Tools

Look up Functions
Understanding Data Lookup Functions
Using VLOOKUP
Using VLOOKUP for Exact Matches
Using HLOOKUP
Using INDEX
Using MATCH

Defined Names
Understanding Defined Names
Defining Names from Worksheet Labels
Using Names in Typed Formulas
Applying Names to Existing Formulas
Creating Names Using the Name Box
Using Names to Select Ranges
Pasting Defined Names into Formulas
Defining Names for Constant Values
Creating Names from a Selection
Scoping Names to a Worksheet
Using the Name Manager
Documenting Defined Names

Validating Data
Understanding Data Validation
Creating a Number Range Validation
Testing a Validation
Creating an Input Message
Creating an Error Message
Creating a Drop Down List
Using Formulas as Validation Criteria
Circling Invalid Data
Removing Invalid Circles
Copying Validation Settings

Formula Referencing
Absolute Versus Relative Referencing
Relative Formulas
Problems with Relative Formulas
Creating Absolute References
Creating Mixed References

Logical Functions
Understanding Logical Functions
Using IF with Text
Using IF with Numbers
Nesting IF Functions
Using IFERROR
Using TRUE and FALSE

Controls
Understanding Types of Controls
Understanding How Controls Work
Preparing a Worksheet for Controls
Adding a Combo Box Control
Changing Control Properties
Using the Cell Link to Display the Selection
Adding a List Box Control
Adding a Scroll Bar Control
Adding a Spin Button Control
Adding Option Button Controls
Adding a Group Box Control
Adding a Check Box Control
Protecting a Worksheet with Controls

Financial Functions
Understanding Financial Functions
Using PMT
Using PV
Using NPV
Using RATE
Using EFFECT
Using NOMINAL

Date and Time Functions
Understanding Date and Time Functions
Using NOW
Using HOUR and MINUTE
Using TODAY
Calculating Future Dates
Using DATE
Using Calendar Functions
Using WEEKDAY
Using WEEKNUM
Using WORKDAY
Using EOMONTH

Complex Formulas
Scoping a Formula
Long-Hand Formulas
Preparing for Complex Formulas
Creating the Base Formula
Adding More Operations
Editing a Complex Formula

Maths Functions
Using ROUNDDOWN
Using SUMIF
Using SUMIFS
Using SUMPRODUCT

Protecting Data
Understanding Data Protection
Providing Total Access to Cells
Protecting a Worksheet
Working with a Protected Worksheet
Disabling Worksheet Protection
Providing Restricted Access to Cells
Password Protecting a Workbook
Opening a Password Protected Workbook
Removing a Password from a Workbook

Scenarios
Understanding Scenarios
Creating a Default Scenario
Creating Scenarios
Using Names in Scenarios
Displaying Scenarios
Creating a Scenario Summary Report
Merging Scenarios

Goal Seeking
Understanding Goal Seeking
Using Goal Seek

Solver
Understanding How Solver Works
Installing the Solver Add-In
Setting Solver Parameters
Adding Solver Constraints
Performing the Solver Operation
Running Solver Reports

Adding More Complexity
Copying Nested Functions
Switching to Manual Recalculation
Pasting Values from Formulas
Documenting Formulas

Product Information

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