



## Excel Specialist – Financial Modelling

### 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

#### Lookup 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

- Using AND
- Using OR
- Using NOT

#### 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 FV
- Using NPV
- Using PV
- 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

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

#### Maths Functions

- Using ROUND
- 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
- Setting Solver Parameters
- Adding Solver Constraints
- Performing the Solver Operation
- Running Solver Reports

## Product Information