

Business Modelling in Excel (2 days)

A two day course that looks at the whole of the Excel package and how you can use it to handle major financial and operational reporting and monitoring.

Delegates should already be very comfortable with using the basics of Excel. Some financial modelling or accountancy background, while not essential, will be very useful. Key elements include –

Number formatting

- Conditional number formats
- The four parts of a number format
- Creating custom formats
- Formatting dates and times

Validation and protection

- Setting cell validation
- Protecting cells and worksheets
- Cell comments

Range names and absolute references

- Absolute cell references (\$ symbol)
- Fixing only the row/column
- Creating range names
- Labelling ranges automatically
- The extraordinary 40% rule

Multiple worksheets

- Copying, moving and renaming sheets
- The dangerous group mode
- Summing across worksheets
- 3-dimensional range names

Modelling conventions

- Freezing windows
- What makes a good formula
- Separating inputs and calculations

Advanced formatting

- Creating and applying styles
- Grouping and outlining

Reference functions

- IF
- VLOOKUP and HLOOKUP
- MATCH, INDEX and OFFSET
- The INDIRECT function

Array formulae

- Creating array formulae
- Editing and deleting
- Strengths and weaknesses

Database functionality

- Sorting
- Autofilter
- Custom Filters
- Extracting subtotals

Pivot tables

- Creating pivot tables
- Swapping rows, columns and pages
- Grouping fields
- Drill-down

Charts

- Selecting data
- Formatting your chart
- Combination charts
- Picture charts
- Custom chart types
- Regression and trend lines

Other techniques

- Goal seeking
- Solver add-in
- Creating scenarios