



Financial



Advanced MS Excel for Financial Managers



2 Day Course



Classroom or Virtual Blended Training



About the Course

 **Classroom:** R 6, 850 Excl. VAT | **Virtual Training:** R 6, 200 Excl. VAT

In business, every decision has an impact on the overall performance of the organisation. To ensure success it is vital that you are able to manipulate and analyse large amounts of data effectively and efficiently, and this requires you to be highly proficient in MS Excel.



[View Public Dates](#)



2 Days



Accessible from any Location on any Device



Certificate of Attendance

This highly practical and intensive **Advanced MS Excel for Financial and Business Managers** course will demonstrate how MS Excel can be used effectively for Data Consolidation & Manipulation, Financial Modelling, Scenario Analysis as well as creating professional Reporting Dashboards containing vital business data, forecasts and projections.

The ever-changing business environment has made it more important than ever for business professionals to accurately forecast volatile economic inputs. Being able to better analyse financial data, predict revenues and costs and assess risks to justify business decisions will give your organisation the best chance of success in today's competitive environment.

NOTE: At least 2 years' experience working with Excel in a financial function is a pre-requisite for this course.

What you will learn

- Easily monitoring financial performance by implementing best practice for creating spreadsheets that track profit and cost variation, sensitivity and margin analysis
- Understanding the most common uses of Financial Modelling, and how to develop models to enable you to make better business decisions
- Streamlining your data management, importing and analysis process by using advanced features such as DDE and OLE to link data from a variety of sources
- Learning to write Macros that will enable you to regularly perform complex multi-stepped tasks in a fraction of the time
- Introducing some of the advanced Excel Formulas that you will find you can't live without
- Creating powerful Pivot Tables that will enable you to analyse data for trends and make more accurate forecasts
- Mitigating risk and making better business decisions by learning various approaches to "What-If" analysis that will enable you to play out a variety of financial scenarios
- Using "Regression Analysis" and "Smoothing Techniques" to create practical business forecasts and projections that will lead to better business decisions
- Creating easy-to-read reports using dashboards and charts that link back to the business analysis objectives

This course is aimed at Financial Managers and other business professionals who need to develop their understanding of MS Excel to better analyse the financial drivers of their business, and understand the impact that business decisions can have on an organisation's financial performance.

Course Programme Agenda

Using Excel for Business Analysis

- Understand that Excel is one of the best analytical tools available to you
- The powerful Excel tools available for Business Analysis
- Ways that Excel can take the guess-work out of decision making

An Overview of Financial Modelling

- What is Financial Modelling and why is it important?
- Understand the common uses of financial models and the steps involved in a building a model
- Overview of the best practice financial modelling techniques
- Attributes of a good financial model
- Critique of a poor financial model

Saving Time by Importing Financial Data Directly into Excel

- What is Financial Modelling and why is it important?
- Understand the common uses of financial models and the steps involved in a building a model
- Overview of the best practice financial modelling techniques
- Attributes of a good financial model
- Critique of a poor financial model

Writing Macros to Perform Multi-Stepped Tasks

- Macro driven refresh and iteration functions
- Macro driven report updating and printing
- Macro driven pivot table analysis and update

Using Excel to Streamline your Work with Costs and Costings

- Ways of identifying, highlighting and eliminating unnecessary costs
- Estimating Processing costs
- Problems with Mark-up calculations
- Monitoring Production Variations
- Conducting Empirical Analysis
- Considering loan risk management

Excel Formulas you Simply can't Live Without

- Logical and information functions
- Text functions
- Lookup functions
- Date and time functions
- Mathematical functions
- Statistical functions
- Arrays and metrics
- Solving systems of linear equations: Matrix algebra
- Formula nesting

New Ways of Analysing and Working with Data Utilising PivotTables

- What is a pivot table?
- Understanding the elements of a pivot table
- Creating a simple pivot table
- Changing the layout of a pivot table
- Adding formulas to a pivot table
- Some pivot table tricks



Course Programme Agenda

Analysing Key Business Data and Solving “What If” Problems

- Various approaches to what-if analysis, including: Data Tables, Sensitivity Analysis and goal seeking
- Show multiple scenario outcomes simultaneously with one and two dimensional data tables
- Using Goal-Seek
- Using the Scenario Manager
- Manual scenario building
 - In-cell drop-down boxes
 - Combo-box drop down boxes
- Use of data tables in a marketing context
- The power of the solver function
- LP Simplex, GRG Non-Liner and Evolutionary Solver

Creating Practical Business Forecasts and Projections

- Forecasting with Excel's regression functions
- Excel's smoothing functions
- Different approaches to business planning including deterministic and probabilistic models
- Trends
- Regression analysis
- Smoothing techniques
- Seasonal analysis

Protecting the Security and Integrity of your Data

- Protect your model so that it can be used by anyone with a limited use of Excel
- Locking and protecting cells
- Restricting incorrect data entry with data validations
- Creating error validation messages
- Applying form controls such as spin buttons and combo boxes

An Introduction to Creating and Using Dashboards

- Introduction to the information dashboard
- Do's and don'ts of dashboard design
- Creating fit-for-purpose dashboards by identifying relevant metrics and drivers for different target audiences
- Tying the dashboard back to the business analysis objectives
- Using Excel tools to construct and layout a professional looking report

Short Course Training Formats

We offer 2 Short Course Training Formats, to fit in with your staff development and upskilling objectives.



Public Training

Public training is the ideal choice to develop a specific skill, and it gives employers the opportunity to pre-plan staff training in advance. Every month, we pre-schedule various short courses for the public.

*Classroom training (Johannesburg only) and **Blended / Virtual Training** (nationwide) is available.



Onsite / In-House Training

Have a **group of delegates** and want a tailored organisation-specific training solution? Onsite training is the perfect choice! We can customise your staff training to meet your organisation's needs on a date and at a venue that suits you.

*Classroom training (nationwide) and **Blended / Virtual Training** (nationwide) is available.

Blended training is available on these popular platforms:



Benefits of this Short Course



Staff Acquire Vital Skills



Increases Efficiency and Productivity



Motivates and Empowers Staff



Future-Proofs your Workforce's Abilities



Immediate Impact on Job Performance



Can lead towards a Competitive Advantage



Can Count towards your B-BBEE Score



Provides a Great Networking Opportunity

Features of this Course



Accessible from any Geographic Location



Expert Facilitators



Practical and Intensive Sessions



Researched to Meet Workplace Demands



Skills you can 'Plug-and-Play' into the Workplace



CBM On-Demand

Training when YOU need it!

No public training short course scheduled on a date when you need it most? No problem. With **CBM On-Demand** we can schedule any course you want, for as many delegates as you need, when YOU want to!

All you need to do to arrange your 'On-Demand' course is to get in touch with us on (011) 454 5505 or email cassidy@cbm-training.co.za. Let us know what your skills development requirements are and we will then arrange your On-Demand course, when YOU need it.



Interested? Here's the Next Step



SIGN UP NOW AND SECURE YOUR PLACE

1. [Click here](#) to register online.
2. Select the training methodology you prefer and the date you would like to attend.
3. Click "make a booking" and fill out the quick online registration form.
4. Choose your payment method to finalise the booking and pay via EFT or credit card.

OR

Click on the buttons below to get a cost estimate before booking.

Work out a Cost Estimate

Request a Quotation



HAVE ANY QUESTIONS?

Our professional customer support team is eager to assist and provide you with comprehensive advice and recommend effective skills training solutions.

[Click here](#) to start a live chat with an agent (*available during business hours only*).

Alternatively, call us on +27 (0)11 454 5505 or email info@cbm-training.co.za.

ACCREDITATION AND B-BBEE



CBM Training holds full institutional accreditation status with the Services SETA – accreditation number 0057.



CBM Training has a B-BBEE Level 2 certificate. We have been evaluated and audited by the BEE Verification Agency.

GET IN TOUCH

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