

# Microsoft Excel – 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 investor

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## Detailed Content & Reference Material

### Business Case Studies

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

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## 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

### Financial Functions

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

### 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

### 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