

MS Excel Financial Modelling

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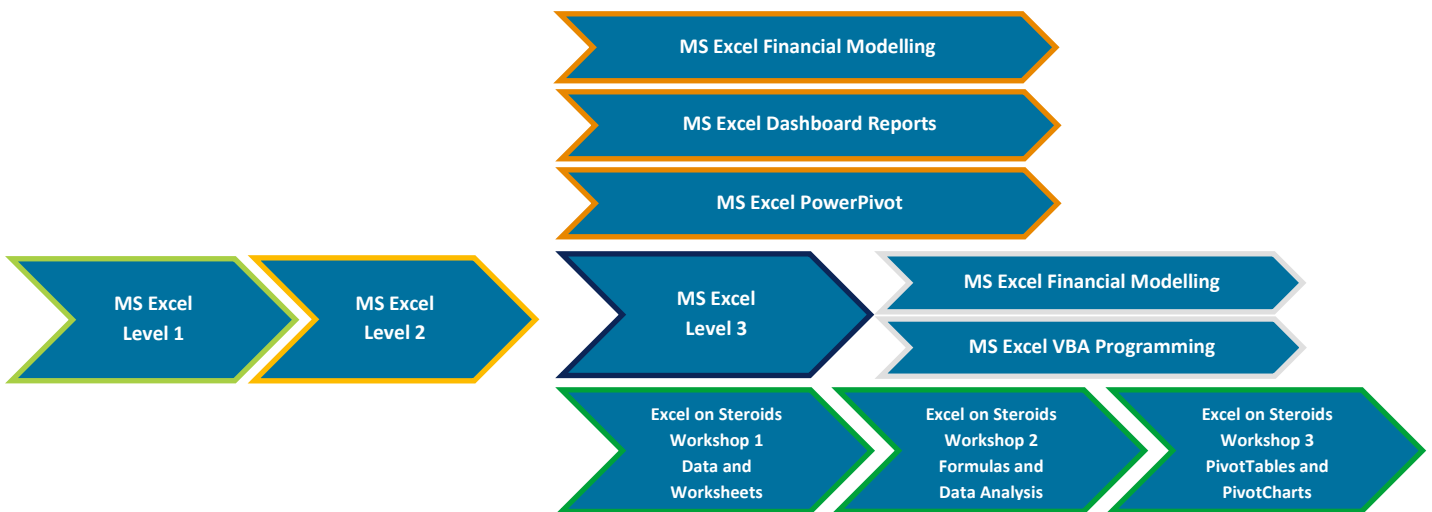


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A. Course Outlines



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Microsoft
Office Specialist
Authorized Testing Center

1. MS Excel Financial Modelling

Course description

This course is designed for business professionals who need to explore the practical usage of advanced excel functions in a financial model. By creating your own user-friendly financial model, you will learn to translate business concepts into a structured format to identify weaknesses and predict future performance.

Course duration

This course is scheduled for one (1) day from 9:00 till 16:00.

The course duration is an estimate and could vary per the levels of experience of the group.

Course pre-requisites

Students taking this course will gain the maximum benefit from this course if they are already competent spreadsheet users. It is designed for users who do use Excel on a regular basis, and are comfortable with using its basic tools and functions.

At minimum, it is assumed that participants will know how to:

- Navigate confidently in Excel
- Use absolute cell references
- Create and use simple formulas
- Link between workbooks



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Not sure if you need to attend Excel Level 3 before attending the Financial Modelling course – then click on the links below and/or forward the links to your colleagues to distinguish what they need to attend prior to booking for this course.



Documentation

The following documentation is included with the course

- MS Excel Financial Modelling user guide
- Certificate of attendance

Topics covered

Excel Data Analysis

- Apply Conditional Formatting
- Add Data Validation Criteria
- Locate Invalid Data
- Set up Scenarios
- Perform What-If Analysis with Goal Seek
- Perform What-If Analysis with Solver
- Perform Statistical Analysis with the Analysis ToolPak
- The IF Function
- Lookup Functions
- PMT
- FV

Formula Auditing

- Trace Cell Precedents
- Trace Cell Dependents
- Locate Errors in Formulas
- Add a Watch
- Evaluate Formulas
- Notes:

Financial Ratios

- Profitability Ratios
- Debt Ratios
- Liquidity Ratios
- Activity Ratios

Sensitivity Analysis with Sensit

- How to Install Sensit
- How to Uninstall or Delete Sensit
- Overview
- Using SensIT



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Budgeting and Trends

- The Linear Trend Model
- The Quadratic Trend Model
- Modelling Seasonality with Regression Models
- Investment Appraisal Methods
- A checklist of key points
- Using Net Present Value
- NPV Short Cuts
- Setting criteria for any investment appraisal technique
- Ranking projects under capital constraints
- What discount rate should we use?

Financial Model Guidelines

- Documenting the model



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B. Contact Details

1. Location for training

We have training facilities in Centurion or training can be done on-site on request.

Physical Address:

Centurion
1001 Clifton Avenue
Lyttelton Manor
Centurion

2. For bookings or more information

For bookings or more information please feel free to Marili van Niekerk us at 012 640 2600 or e-mail training@acctech.biz

For the latest event schedule visit our training page on www.acctech.biz



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