

# ADVANCED DATA ANALYTICS FOR FINANCIAL PROFESSIONALS

## COURSE OVERVIEW

The program boosts Excel efficiency for finance professionals, starting with advanced formula usage and extending to mastering key functions, shortcuts, and data modeling techniques. Participants learn to navigate complex calculations and apply Excel to real-world financial scenarios, enhancing problem-solving and report generation skills. By course end, attendees will adeptly utilize Excel for robust financial analysis, ensuring precision and improved productivity in their financial roles.

## TARGET COMPETENCIES

- Advanced Formula Fundamentals
- Professionals Excel Skills
- Advanced Excel Formulas
- Financial Formulas in Excel
- Model Construction Techniques
- Financial Applications Using Excel
- Reporting using Excel

## TARGET AUDIENCE

Business, finance and accounting professionals, senior and junior accountants, business analysts, research professionals, marketing and sales, administrative staff, supervisors, general business professionals

## COURSE OBJECTIVES

By completely attending this course, participants will be able to:

- Customize Excel settings, ribbon, and quick access toolbar for optimal workflow efficiency.
- Utilize advanced Excel formulas, functions, and shortcuts to streamline financial analysis and reporting.
- Develop comprehensive financial models using dynamic tables, assumptions, and scenario analysis tools.
- Design and implement interactive, informative charts and dynamic dashboards for insightful data visualization.
- Apply data validation, error-checking, and macro automation to ensure accuracy and quality in reporting.
- Integrate complex Excel techniques such as VBA, macros, and add-ins for advanced data manipulation and analysis.

# COURSE METHODOLOGY

This is a practical course primarily focused on utilizing MS Excel as a powerful tool to carry out everyday and regular tasks. Participants will take part in daily interactive sessions consisting of hands-on exercises, in-depth case studies, and extensive project work to apply design and structural concepts.

## COURSE OUTLINE

### ADVANCED FORMULA FUNDAMENTALS

- Excel general settings
- Excel formula settings
- Excel advanced settings, customize ribbon, quick access toolbar
- Excel add-ins
- Combine formulas for efficiency

### EXCEL FUNCTIONS & KEYBOARD SHORTCUTS

- Navigating shortcuts
- Selecting cells
- Function keys
- Function shortcuts
- Formatting shortcuts
- Editing shortcuts
- ALT navigation key shortcut

### PROFESSIONAL EXCEL SKILLS

- Excel Tools
- Custom formatting
- Absolute references
- Paste special
- Conditional formatting
- Forms & drop-down boxes

### ADVANCED FORMULAS

- IF, AND, OR statements
- Nested IF, IFS
- Look-Up Functions
- Choose function
- CONCATENATE/CONCAT
- MATCH/INDEX
- SUMIF, COUNTIF, SUMIFS, COUNTIFS
- MIN, MAX, LARGE, SMALL
- Date Functions and Time periods

### FINANCIAL CALCULATIONS: APPLICATIONS

- Present Value (PV), Future Value (FV), and Applications
- Net Present Value (NPV)
- Internal rate of return (IRR)
- Flat Payment Schedule (PMT)
- Using XNPV and XIRR

### MODEL CONSTRUCTION TECHNIQUES

- Data tables design
- Assumptions and input variable rules
- Check box data modeling
- Spinner data
- List box data modeling
- Goal seek and solver
- Sensitivity analysis

### FINANCIAL APPLICATIONS USING EXCEL FORMULAS

- Calculating Costs/Revenue
- Calculating Working Capital
- Depreciation (Straight line Depreciation and Declining Balance Depreciation)
- Taxes (Current and Deferred Taxes)
- Equity (Dividends, Retained Earning)

### EXCEL FOR REPORTING

- Creating informative charts and graphs to represent financial data
- Constructing interactive charts with basic form controls
- Creating dynamic dashboards for financial reporting
- Understanding macros and VBA for automated analysis and reporting
- Data validation and error-checking techniques for quality control

To register or for complete course information

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