10 Days

Data Management, Planning, Forecasting & Budgeting using Excel®

▶ Training Details

This comprehensive Anderson training course consists of two modules which can be booked as a 10 Day Training event, or as individual, 5 Day courses.

Module 1 - Data Management, Manipulation and Analysis using Excel®

Module 2 - Planning, Forecasting & Budgeting using Spreadsheet

▶ Training Details

Module 1: Data Management, Manipulation and Analysis using Excel®

Day One: *An Introduction to the MS Excel Environment*

- ▸ Cell referencing, cell formatting and entering formula
- ▸ Workbooks versus Worksheets
- ▸ Copy and pasting
- ▸ Left click versus right click
- ▸ Paste Special
- ▸ Introductory charts

Day Two: *Using MS Excel Functions for Fundamental Data Analysis*

- ▸ Use of text function, FIND(), LEN(), LEFT(), RIGHT() and &
- ▸ Use of count functions, COUNTA(), COUNTIF(), COUNTIFS() and SUMIF()
- ▸ Basic statistical functions, Max and Average
- ▸ Filtering, sorting and use of conditional formatting
- ▸ Scatter diagrams

Day Three: *Intermediate MS Excel Functions*

- ▸ Use of VLOOKUP() and HLOOKUP()
- ▸ Date functions, YEAR(), MONTH(), DAY(), YEARFRAC()
- ▸ Selecting appropriate charts
- ▸ Introduction to Pivot tables

Day Four: *Carrying out Statistical Analysis using MS Excel*

- ▸ Using MS Excel to calculate mean, mode and median
- ▸ The difference between the various standard deviation and variance function in MS Excel
- ▸ Using MS Excel to examine inter-dependency
- ▸ Drawing histograms in MS Excel
- ▸ Introduction to Data Analysis functions

Day Five: *What if and Scenario Analysis Using MS Excel*

- Naming cells in MS Excel
- Linking cells together to undertake scenario analysis
- Introduction to solver
- Advanced charting
- Sharing MS Excel output with other office formats

Module 2: Spreadsheet Skills for Planning, Forecasting & Budgeting

Day Six: *Introduction to Spreadsheets using Excel*®

- The power of Excel® for building financial models
- The Ribbons of Excel with their commands and functions
- Using formulae: Copying, anchoring and special pasting
- Using functions: financial, statistical and mathematical
- Review of the financial objectives of business: ROI, ROA, ROE
- Overview of Financial Statements

Case Study: Building a Quick Access Toolbar in Excel® and applying it to the analysis of financial statements of a division.

Day Seven: *Proper Planning*

- Classical strategic planning models
- Cost-Volume-Profit Analysis and Break-Even as a planning example
- Economic Order Quantity as a planning example
- What-if analysis to build scenario's and test sensitivity
- Maximizing and optimizing techniques
- Linear programming and Solver as optimising tools

Case Study: Preparing a planning model and subjecting it to a range of sensitivity analysis in a manufacturing environment.

Day Eight: *Fantastic Forecasting*

- Forecasting in perspective - the Past vs. the Future
- Necessity to apply a range of different forecasting methods:
- Qualitative Models used in forecasting
- Quantitative Models focussing on time series and regressions methodology
- Forecasting growth rates
- Recording, applying and modifying forecast assumptions

Case Study: Applying the forecasting functions in Excel® to past data and building a model offering various scenario's

Day Nine: *Beyond Budgeting*

- The budget process: Timing and Cycles
- Setting budgeting objectives and tolerance levels
- Budgeting Techniques
- "Beyond Budgeting" compared to traditional budgeting principles
- Operating and Capital budgets
- Monthly reporting procedures and timely action

Case Study: Building budget based on assumptions - Operating Budget, Cash Budget & Capital Budget

Day Ten: *Putting it Together – Building the Comprehensive Model*

- Considering the financing mix in strategy
- Considering the Return to Shareholder as the primary indicator
- Build your planning model
- Build your forecasting model
- Build your budgeting model
- Link these together in review

▶ The Certificate

Anderson Certificate of Completion will be provided to delegates who attend and complete the course

▶ INFO & IN-HOUSE SOLUTION

For more information about this course, call or email us at:

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Request for a Tailor-made training and educational experience for your organization now:

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