



## EXCEL 4 THE FINANCIAL FUNCTION

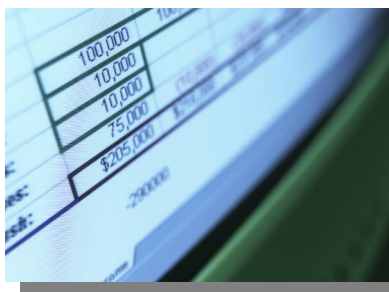
In this 2-day practical programme, participants will learn how to make effective use of Microsoft Excel as a support tool for the financial function of a business or business unit. Familiarise yourself with the tools, tricks and formulae readily available to make your tasks simpler and more accurate.

Microsoft Excel is a spreadsheet program primarily used for working with and manipulating numbers. Compared with other similar applications, MS Excel seems to be the most powerful and intuitive. Moreover, MS Excel seems to be the standard and preferred application for most offices which means proficiency in this software is virtually a necessity to survive in the modern office environment – especially proving to be a handy tool for Financial Managers, enabling them to save on time and effort thereby increasing productivity.

This programme will be delivered through interactive case studies and worked examples, demonstrating how and why each technique is used. Emphasis is placed on delegates gaining practical, hands-on experience of the design and construction of financial models in Excel. Delegates will also benefit from formal lectures and group discussions and comprehensive product notes for future reference.

### KEY TOPICS:

- ♣ Understanding basic and advanced formulae functions and practical implementation thereof
- ♣ Formatting of financial data for use in effective decision making
- ♣ Familiarisation of features towards the compilation of accurate reports and figures
- ♣ Utilising advanced features for importing and exporting of data for use in other applications
- ♣ Creation of graphs and charts in order to illustrate trends, etc.
- ♣ Development of projection estimates, trends and cost analysis spreadsheets
- ♣ Methods for implementing profit/cost tracking for financial analysis and risk assessments
- ♣ **PLUS A BONUS ELEARNING COURSE ON EXCEL 2007**



### WHO SHOULD ATTEND

- ♣ CFO's
- ♣ Financial Controllers and Managers
- ♣ Financial & Business Analysts
- ♣ Risk Managers
- ♣ Accountants
- ♣ Corporate Treasury Managers
- ♣ Middle Office Staff
- ♣ General Managers

**NOTE:** Delegates are requested to bring their own laptops for the computer based exercises.

**Please note that the prerequisites for attending this course are a basic knowledge of Excel and Windows, as well as a good understanding of the Financial Function.**



### EXCEL 2007 ELEARNING COURSE

The Excel 2007 series introduces learners to the newly designed Ribbon interface of Microsoft Excel 2007. It provides a basic introduction to Excel including entering and editing cell data, selecting cell ranges, and formatting worksheet data. Learners will also be able to print worksheets, add comments, complete basic calculations and formulas, and create charts using Excel 2007.

**Total Items:** 6 **Total Time:** 11 hour(s) self-paced learning via the internet

### Features:

- Flash and audio provide animated, interactive Lesson Introductions, Activities, and Simulations.
- Audio accompanies each lesson page throughout the course.

- Show Me Hows allow learners to access instructional demonstrations from all courses in the series.
- Simulations teach learners to perform specific tasks in applications through guided, multi-step exercises.
- Activities allow learners to apply course concepts in an interactive questioning environment.
- Full-page images allow learners to experience an application as if it were open on their computer.
- Exercises allow learners to practice in the actual application being studied.
- A Course Topics list contains active hyperlinks, permitting quick access to specific topics.
- Find-A-Word allows learners to look up an unfamiliar term in the Glossary, on the Web, or in a dictionary. In addition, it lets them find other occurrences of the term in the same course.
- Search text enables learners to rapidly search all text within a course to easily retrieve information required.
- Courses challenge the learner with a variety of question formats, including multi-step simulations, true/false, multiple choice, and fill-in-the-blank.
- A skill assessment generates a customized learning path based on the results of a pre-test.
- A glossary provides a reference for definitions of unfamiliar terms.
- Bookmarking tracks a learner's progress in a course.

#### **Technical Requirements:**

P500+ Processor, 128MB of RAM; Windows 2000, 2003, XP, Minimum screen resolution 800x600, Internet Explorer 5.5 or higher; Windows Media Player 9.0 or higher; Flash 8.0 or higher; 56K minimum connection; broadband (256 kpbs or higher) connection recommended; Javascript, DHTML and cookies enabled; Sound card with speakers or headphones strongly recommended.

#### **MODULE 1: GETTING STARTED**

This section provides information about using Microsoft Excel 2007. It provides basic information for beginners, or for those individuals wanting to brush up on working in Excel.

#### **MODULE 2: CREATING A WORKSHEET**

This section provides information about entering text, values and formulas into worksheet cells in Microsoft Excel 2007. It also provides information about calculating formulas and using built-in functions, like AutoComplete, AutoFill, Insert Function, and AutoSum.

#### **MODULE 3: FORMATTING DATA**

This section shows you how to select, adjust and apply different formats to cells in Excel 2007.

#### **MODULE 4: EDITING AND PRINTING WORKSHEETS**

This section provides information about using different viewing modes to preview workbooks, distinguishing between relative and absolute cell references, copying formulas from one cell to another, and viewing copied items on the clipboard. It also provides information about deleting, inserting and hiding cells; and using the Page Setup dialog box to insert headers, footers and page breaks.

#### **MODULE 5: MANAGING WORKSHEETS**

This section provides information about managing multiple worksheets, naming cells and ranges, and searching for data within your worksheet. It also covers sharing and protecting your workbooks and adding cell-specific information such as Web links and comments.

#### **MODULE 6: USING CHARTS AND OBJECTS**

This section provides a detailed look at how you can insert and modify charts, shapes, text boxes, pictures, SmartArt, and clip art to visually enhance your worksheets.

**Contact The Business School of South Africa for a customized proposal to suit your needs!**



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