

#### COURSE OBJECTIVES

The objective of the program is to educate participants with knowledge of advanced Excel tools using hands-on exercises that are relevant for finance and investment professionals.

Program will enable the participants to apply those tools in their day to day work to financially model a business, project its financial statements and perform financial analysis to increase efficiency and productivity.

#### LEARNING OUTCOMES

By the end of the course, participants will have the tools and techniques to be able to:

- Learn using advanced Excel tools
- Project financial statements including key schedules
- Perform financial statement analysis
- Perform sensitivity analysis





# Excel at work for you

## LIFELINE OF THE CORPORATE WORLD

### WORKING WITH RANGES

- Cells & Values, Naming Cells & Functions, Naming Relative & Absolute Values (Columns & Rows), Effective Utilisation of Names

### DATA VALIDATION

- Setting Data Validation, Restricting entry to data type, Determine data entry range, Displaying Input Message & Error Alert, Circling Invalid Data

### DATABASE/LIST OPERATIONS

- Introduction to Excel Databases, Using Lists, Creating a list (Modifying list ranges, Removing Duplicates)
- Filtering: Using the AutoFilter, Advanced filters, Using filter criteria, Using comparison operators
- Database Functions, Create & edit database functions, Summarize Data using Subtotals, Grouping & Outlining Data



### Sridhar V (TRAINER)

Sridhar has over 11 years of diverse experience spanning across the business analytics, finance and KPO sectors. In his last assignment he worked as a Lead Consultant with Purple Leap, a Pearson Group Co handling core training operations including design, delivery, assessment, analytics and learning & development activities for the MBA Finance program. Prior to joining Purple Leap, he was managing a Financial Analytics team at Byte Consulting. His responsibilities included project delivery, team management, pre-sales and business strategy. Sridhar has a keen interest in financial markets, economics and business. He is also a Finance Author & Trainer at [www.wisdomtimes.com](http://www.wisdomtimes.com), a leading self-improvement portal.

Sridhar has been associated with AustalGroup as a Consultant and Instructor since mid-2010 and has contributed in developing and teaching real estate and excel courses.

### FEES

| Executive Education | Full Fees | 1 Week Prior | 2 Weeks Prior |
|---------------------|-----------|--------------|---------------|
| Basic Excel         | 2,500     | 2,200        | 2,000         |
| Advanced Excel      | 3,000     | 2,700        | 2,400         |
| Combo               | 5,000     | 4,500        | 4,000         |

\*Fees in INR plus 12.36% service tax

### REQUIREMENTS

Laptop with Excel

### LOCATION

St. Marks Road, Bangalore, 560001

### DATE

March 01 & 02, 2014  
9:30 AM – 5:00 PM

### CONTACT US

Webpage: [www.austalgroup.com](http://www.austalgroup.com)

E-Mail: [info@austalgroup.com](mailto:info@austalgroup.com)

Telephone: +91 80 4124 5083

Mobile: +91 98 8034 5611

### FOLLOW US ON



### WHAT YOU WILL GET?

- 16 HOURS OF LIVE CLASSROOM INSTRUCTION
- EXAMPLE EXCEL WORKBOOKS
- FORMULA CHEAT-SHEET
- USEFUL SHORTCUTS PDF
- CHART DESIGN E-BOOK

## Course Content for Advanced Excel

### DATA VALIDATION

- Setting Data Validation, Restricting entry to data type, Determine data entry range, Displaying Input Message & Error Alert, Circling Invalid Data

### AUDITING WORKSHEETS

- Tracking Errors in Excel, Understanding Precedents & Dependencies, Viewing & Hiding Tracer arrows, Resolving Circular References, Using the Watch Window, Evaluate Formulas

### ADVANCED FUNCTIONS

- Nesting of Functions: Nesting IF conditions, Boolean criteria, Conditional sum, count & average
- Lookups & Referencing: VLOOKUP, HLOOKUP, Combining Functions

### DATA ANALYSIS

- What-If Analysis, One-input data tables, Two-input data tables, Using Goal Seek, Running Goal Seek, Loading & using Solver add-in, Analysing in Solver, Conditions & permutations
- Using the Scenario Manager: Saving & displaying options, Creating scenario summary, Merging scenarios

### TARGET AUDIENCE

Those seeking to further their knowledge of Excel would benefit from this course. Executives performing the following roles are encouraged to attend. Finance managers, finance controllers, auditors, internal auditors, corporate finance professionals, budgeting managers, financial analysts, chartered accountants, equity analysts, finance graduates, private bankers, wealth managers and graduates or post graduates at the final stage of finishing their degree.

### DATA CONSOLIDATION

- 3D Formulae: Using Multi-Dimension Worksheets & Workbooks
- Consolidating Data: By position, By category



### PIVOT TABLES

- Understanding Pivot Tables, Building a Pivot Table, Pivot Table Formatting, Creating Pivot Charts, Printing a Pivot Report

### COLLABORATING

- Sharing Workbooks, Creating shared workbooks, Tracking changes, Showing history of changes, Merging Workbooks

