

MODELLING IN EXCEL FOR ANALYSTS & ACCOUNTANTS

IN-HOUSE TRAINING

WHAT'S INCLUDED

AstroTech Training will provide:

- A detailed manual/workbook and electronic copy of course material
- Professional presentation of the course content, case studies and practical exercises
- One month of free telephonic and e-mail support included
- Certificate of completion
- Delivery of course material *(unless otherwise arranged)*
- Travel and Accommodation for the Facilitator *(if required)*

PLEASE WILL YOU PROVIDE:

- A suitable training venue with data projector
- Computer per delegate with pre-loaded software
- White Board and/or Flip Chart and markers
- Lunch and refreshments daily

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★ COURSE OVERVIEW

Reporting and decision making can be made so much easier with the ability to develop financial or analytical models in Excel with ease. There are many functions available in Excel that are not well known that can make all the difference. So if you or someone in your team would like to transform your reporting and analytical ability, attend AstroTech's training programme called "Modelling in Excel for Analysts & Accountants". The course will cover the following topics:

BUSINESS, FINANCIAL & ANALYTIC MODELLING

- Understanding the purpose, principles and objectives of financial models
- Model design, structure and planning
- Making assumptions, defining inputs and outputs: *Knowing when to do which*
- Ensuring the integrity of the model
- Modelling in a business environment
- Data analysis and inference
- Rational decision making

PRACTICAL MODELS SUCH AS:

- Management reporting
- Break-even points
- Optimisation models
- Forecasting models
- Present value and Net present value
- Internal rate of return
- Debt repayment schedules
- Financial ratios
- Complex formulae
- Calculating the cost of capital
- Analysing leasing
- "What if" analysis
- Sensitivity analysis

EXCEL TOOLS AND FUNCTIONS FOR MODELLING:

- Using Goal Seek and Solver
- Pivot Table reports
- Date functions
- Arithmetic, financial and logic functions in Excel
- Logical tests - IF, AND, OR, Nested Ifs
- Advanced sorting and filtering of data
- Lookups and reference functions: Vlookup, Hlookup, Lookup, Match & Index
- Setting up "Controls" such as Drop-down boxes, Option buttons and Spinners
- Protecting data in spreadsheets
- Hiding formulas
- Conditional Formatting
- ... AND MUCH MORE!



COURSE INFORMATION

★ WHO SHOULD ATTEND

- Finance professionals and accountants
- Analysts working in finance, sales, marketing, strategy or HR
- Strategic planners and managers
- Risk managers
- Senior managers and directors
- Business professionals responsible for producing reports, graphs and decision models

★ TAKE HOME TOOLS

- A detailed manual/workbook and electronic copy of course material
- Notepad & pen
- One month of free telephonic and e-mail support included

★ OUTCOMES

After attending this course attendees should:

- Understanding how to use practical financial models for decision making and problem solving
- Learn how to use advanced features in Excel to make your job easier
- Produce more professional reports for management
- Understand goal targeting and scenario analysis using modelling techniques
- Take some of the guesswork out of forecasting and planning

★ SETA ACCREDITATION

AstroTech Training is accredited as a Training Provider with the Services SETA (No. 3852)

Make sure that you complete your Workplace Skills Plan, and you can claim back the relevant percentage of your Skills Development Levies!

★ LEVEL 2 BBBEE STATUS

Spending with AstroTech counts twice! You can claim 125% of any training spend with us towards your Procurement scorecard, and everything spent with us on training your qualifying staff will count towards your Skills Development target!

★ TERMS & CONDITIONS

- **PAYMENTS:**
Payment terms are **30** (thirty) days from date of course completion. The final invoice will be based on the **confirmed minimum number of delegates** provided as follows:
COURSES INSIDE GAUTENG: At least **SEVEN** working days prior to the course
COURSES OUTSIDE GAUTENG: At least **TEN** working days prior to the course
Absent delegates are charged for.
- **POSTPONEMENTS:**
POSTPONE WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 25% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
Once you have postponed, you **cannot** subsequently **cancel** without being liable for the **FULL** course fee.
A new date convenient to both parties will be agreed upon, however all postponements need to be utilised within **SIX** months of the original scheduled course date.
- **CANCELLATIONS:**
CANCEL WITHOUT COSTS: If you advise us **at least TWO** weeks prior to the course
PAY 50% OF THE COURSE FEE: If you advise us **less than TWO** weeks prior to the course
PAY 100% OF THE COURSE FEE: If you advise us **within ONE** week of the scheduled course
- **PRESENTERS:**
Should it be necessary, AstroTech Training reserves the right to substitute the presenter.
- **VENUE:**
If you have chosen to use the AstroTech Conference Centre as the venue for your training, the terms and conditions specific to Conferencing will be provided separately for your acceptance and signature.
- **COMMUNICATION:**
When a person registers on the AstroTech website, is registered on an AstroTech course or sends an email to AstroTech, that person consents to receiving communications electronically or otherwise from AstroTech and/or its business partners.
- **DISCLAIMER:**
AstroTech Training will not be held responsible for any loss, damage or harm, direct, indirect, consequential or otherwise and howsoever arising that may be caused to any person or property during the providing of any services by AstroTech to the client.