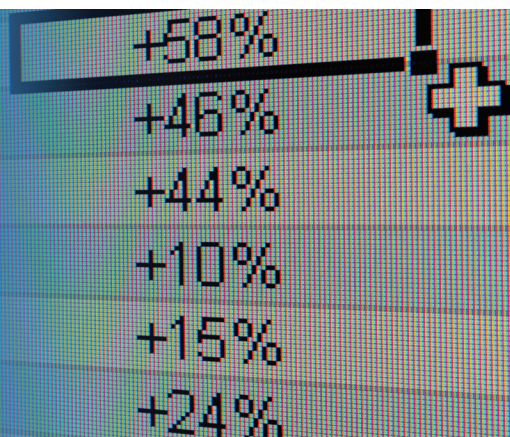## EXCEL MASTERY SERIES

Intermediate Excel: Analytical Tools for Treasury and Finance

COURSE LENGTH

Two 2.5-Hour Virtual Sessions or
One Half-Day In Person

DESCRIPTION

This course introduces the experienced Excel user to the more advanced data analysis features of the product, including functions, macros, pivot tables and the Visual Basic for Applications (VBA) language. Through hands-on examples, participants learn to extract business insights from their spreadsheet applications to enhance the analytical capabilities of their finance-related applications.

LEARNING OBJECTIVES

— Create a dashboard with Excel

— Master various data summarization and visualization tools

— Manipulate raw data, such as dates and texts, into a user-friendly format

— Conduct sensitivity/scenario analysis, optimization and forecasting with Excel

— Automate repetitive tasks through macros

AGENDA

— Excel specifications and fundamental skills
  • Dashboard introduction
— Data consolidation
  • VLOOKUP/HLOOKUP, MATCH, OFFSET
— User interaction tools
  • Scroll bar, dynamic dropdown list
— Data cleaning and processing
  • Date manipulations
  • Text manipulations
  • String manipulations
  • Text to column
— Data summarization and visualization
  • Pivot table
  • SUMIFS
  • Sparklines
  • Combination charts
— Financial functions
— Sensitivity/scenario analysis
— Optimization
  • Goal Seek and Solver
— Data analysis and forecasting
  • Data analysis toolpak
  • Histograms
  • Regression analysis
— Automation
  • Macros: automating repetitive tasks