

## Foundational Skills



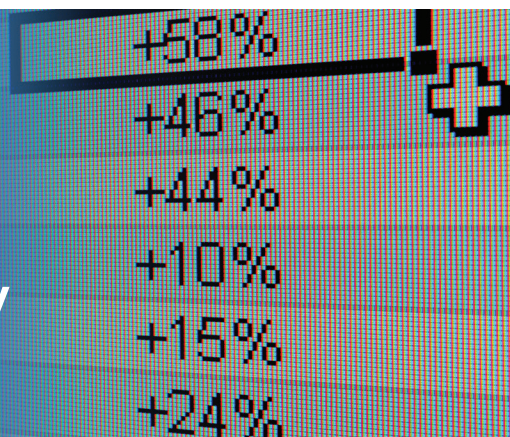
### EXCEL MASTERY SERIES

- Intermediate Excel: Analytical Tools for Treasury and Finance
- Advanced Excel Analytics: VBA Programming



## 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



## EXCEL MASTERY SERIES

# Advanced Excel Analytics: VBA Programming

**COURSE LENGTH**

Two 2-Hour Virtual Sessions or  
One Half-Day In Person

**DESCRIPTION**

This Advanced Excel Analytics course focuses on using Visual Basic for Applications (VBA) scripts to write functions and custom macros. The use of user forums, which control macro events, is also discussed. All examples and illustrations utilize financial and treasury applications.

**LEARNING OBJECTIVES**

- Understand the use of VBA and its relation to macros
- Identify the key parts of the Visual Basic Editor
- Utilize VBA to write simple functions and subroutines
- Debug programs using VBA tools

**AGENDA**

- Review of macros
- Visual Basic Editor
  - Inserting a module
- Visual Basic language
  - Functions and subroutines
  - Variables, data types, and arrays
  - Iteration and flow control
  - Debugging
  - Case study: Hedge volume function
- Reference to cells and worksheets
  - Ranges
  - Message and input boxes
- Case Study: Multi-lateral netting application
- Other topics: Random numbers, option valuation