

# Financial management using Microsoft® Excel

Get the most from this powerful business tool

Available in: NSW, QLD, SA, VIC, WA

L2

Intermediate Level

Workshops 1-5

L3

Advanced Level

Workshop 6

Microsoft® Excel skills are essential for accounting, finance and business professionals. Are you confident that you are using Excel's features as effectively as possible?

All workshops are conducted in state of the art PC training facilities and are presented by experienced Excel trainers. This combination makes it easy to learn or hone your skills in business and finance modelling, spreadsheet model building, the use of PivotTables to organise data and Visual Basic for Applications (VBA) to automate tasks.

You will be able to implement these practical skills in your workplace immediately, making you more effective and efficient. Increase the accuracy of your forecasting, budgeting and strategic planning with this essential workshop series.

## Workshop 1

### Financial models using Excel

Spreadsheets are ubiquitous in business and their utility seems to be boundless. A structured approach will avoid wasting time with 'trial and error' spreadsheet template design. A number of practical, interesting models will be introduced and you will have the opportunity to use techniques outlined in the session and afterwards, using the collection of practice files supplied. You will also be able to consult the detailed course notes supplied.

### Key learning outcomes

At the completion of this workshop you will be able to:

- Develop a methodology for building and testing efficient spreadsheet models
- Interrogate efficient spreadsheet model using:
  - 'What if' analysis and Sensitivity analysis
  - The scenario manager
  - Goal seek and solver
- Implement elementary risk analysis procedures
- Use optimisation techniques to achieve a target outcome
- Use worksheet controls to develop dynamic models and simplify the user interface

### Program suited for

Those familiar with spreadsheets, an interest in a structured approach to building financial models and those with these responsibilities in their roles, would benefit from this workshop.

## Workshop 2

### Data analysis and business forecasting models with Excel

Business forecasting models can help a business understand its planning environment and decision making, and better utilise key resources such as its customer database. Excel has a range of built-in functions and optimising routines that may be used to build effective forecasting models.

### Key learning outcomes

- Understand and use a wide range of statistical functions in Excel
- Understand Excel's Data Analysis Add-in and build commonly used forecasting models
- Create summary reports, presenting the salient features of business data, including sampling large databases to obtain insights into the nature of the data
- Understand a variety of common statistical tools to model data and identify relationships between variables
- Develop models to identify trend and seasonality in business data, as well as choosing appropriate forecasting models to deal with common business data
- Use optimisation techniques to obtain the 'best' possible model for use with a particular data set
- Integrate forecasts with the budget process

### Program suited for

Those comfortable with the use of spreadsheets with an interest in learning about Excel's data analysis and forecasting capabilities, as well as those who extract samples from large databases, and who wish to explore Excel's data analysis tools, would benefit from this workshop.

### Please note

All workshops are designed to comply with all Excel versions up to and including 2003.

### Please bring a



*'It's easy to learn and understand with individual computers plus the face-to-face presentation. The detailed notes are also exceptional.'*

**D. Chen, QLD**

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## Workshop 3

### Managing business data with Excel

Presenting information graphically is an effective method of summarising complex data and conveying results of analysis in an accessible format. Excel's large variety of chart types can improve reports and clarify the salient features of data being analysed. This workshop will enable you to use the most appropriate chart to accurately communicate key features and avoid distorting the message, thereby enhancing presentations.

#### Key learning outcomes

At the completion of this workshop you will be able to:

- Understand Excel's statistical and database functions, lookup and reference functions, auto and advanced filters, data analysis tools and data validation techniques
- Confidently use array formulae and conditional functions
- Apply dynamic range names for use with functions and charts
- Create interactive charts
- Identify the right chart to use and avoid common mistakes
- Use Excel to obtain summary measures, including control tools, such as spinners and combo boxes
- Create summary reports to present the salient features of business data

#### Program suited for

Those needing to extract data summaries, or who wish to enhance their understanding of how Excel can be used to organise data, extract information and provide summary measures, would benefit from this workshop.

## Workshop 4

### Using PivotTables in Excel

The PivotTable is a powerful tool for extracting, summarising and presenting information from a data list or database. Summary information extracted through the use of a PivotTables may then be used to produce various summary reports, and they can be easily constructed from external data sources, such as SQL Server and OLAP cubes using Microsoft® Query as the interface. PivotTables have been the subject of constant improvement by the Microsoft® Excel developers and recent releases have added further enhancements.

#### Key learning outcomes

At the completion of this workshop you will be able to:

- Use Microsoft® Query to extract data from a corporate server or external storage media
- Extract and organise data from data lists and present information using PivotCharts and PivotTables
- Use PivotTables to organise and summarise large data sets
- Consolidate data from different sources into a single summary report
- Add calculated fields and calculated items to a PivotTable and publish data to the web with PivotTable functionality
- Use macro recording to automate the creation of PivotTables

#### Program suited for

Those interested in Excel's data management capabilities and the use of the PivotTable feature to organise data and extract information would benefit from this workshop.

## Workshop 5

### Automating spreadsheet tasks using VBA – level one

This workshop extends Excel's functionality by developing the foundation for modular programming using Visual Basic for Applications (VBA). Creating simple sub-procedures is the first important step in automating routine tasks in Excel, which leads to the development of more complex procedures, ultimately leading to dramatic productivity improvements.

#### Key learning outcomes

At the completion of this workshop you will be able to:

- Understand the basics of VBA and how it adds functionality to Excel, including the VBA language structure
- Use the macro recorder to selectively write VBA code, use the VB Editor and understand modules and procedures
- Automate common Excel tasks that can be implemented by a mouse-click and create function procedures and sub-procedures
- Develop master procedures for use with larger projects whose components have been modularised
- Understand the importance of variable declaration and debug VBA procedures and trap errors
- Automatically interact with users and obtain user input

**Prerequisites:** *It is recommended that participants have advanced spreadsheet skills. Previous programming experience is not required for this workshop.*

## Workshop 6

### Automating financial models using VBA – level two

Many Excel tasks can be automated using VBA procedures, which are frequently confined to a particular workbook. Excel provides many useful controls that can save you time. Creating Add-Ins is a convenient way of storing and distributing VBA procedures. New menu items may be discretely added to complement existing menus or a new environment can be automatically created providing a specialised application for important tasks.

#### Key learning outcomes

At the completion of this workshop you will be able to:

- Understand and use Excel's standard controls
- Create applications using worksheet controls and build applications using UserForm
- Understand how to maintain a data list and how to display a progress indicator
- Display a chart or spreadsheet in a UserForm
- Create VBA procedures and make them available as Add-Ins as well as create custom tool bars and custom menus
- Password protect your code distribution and manipulate Add-Ins using VBA

#### Program suited for

Those with an introductory knowledge of VBA, or who are interested in creating User Forms and Add-Ins would benefit from this workshop.

**Prerequisites:** *It is recommended that participants have completed an introductory VBA course, such as Workshop 5, and are currently using VBA. Familiarity with VBA and the VB Editor is required.*



## 1 Choose a workshop

Claim up to 7 CPD hours

Registration closes 2 days prior to each date

Note: dates and venues may change

Time: 9.30 AM – 4.30 PM (all workshops)

**NSW** Training Choice, L6, 1 Elizabeth Plaza, North Sydney

- Workshop 1 Code 2676 Date 7 Sep
- Workshop 2 Code 2677 Date 8 Sep
- Workshop 3 Code 2678 Date 9 Sep
- Workshop 3 Code 2682 Date 22 Jul
- Workshop 4 Code 2679 Date 8 Oct
- Workshop 4 Code 2683 Date 23 Jul
- Workshop 5 Code 2684 Date 9 Oct

**QLD** CTS, L6, 288 Edward St, Brisbane

- Workshop 1 Code 2676 Date 16 Sep
- Workshop 2 Code 2677 Date 17 Sep
- Workshop 3 Code 2678 Date 5 Oct
- Workshop 4 Code 2679 Date 6 Oct
- Workshop 5 Code 2674 Date 7 Jul
- Workshop 6 Code 2675 Date 8 Jul

**SA** MAD Academy, 19 Young St, Adelaide

- Workshop 5 Code 2674 Date 16 Jul
- Workshop 6 Code 2675 Date 17 Jul

**VIC** Training Choice, L3, 455 Bourke St, Melbourne

- Workshop 1 Code 2676 Date 2 Sep
- Workshop 2 Code 2677 Date 3 Sep
- Workshop 3 Code 2682 Date 28 Jul
- Workshop 3 Code 2678 Date 4 Sep
- Workshop 4 Code 2683 Date 29 Jul
- Workshop 4 Code 2679 Date 30 Sep
- Workshop 5 Code 2684 Date 1 Oct

**WA** Training Choice, L7, 105 St George's Terrace, Perth

- Workshop 4 Code 2673 Date 14 Jul
- Workshop 5 Code 2674 Date 15 Jul
- Workshop 6 Code 2675 Date 16 Jul

## 2 Register your details

### 2.1 Are you a CPA member?

Yes → Provide your membership number .....

No → Provide your non-member ID .....

### 2.2 Provide your name and details

Copy this form for multiple registrations

Mr  Miss  Mrs  Ms Other: .....

First name .....

Last name .....

Organisation .....

Position .....

Postal address  private  company .....

Postcode .....

Contact phone number .....

( )

Contact email .....

Tell us about any special dietary requirements .....

Lunch, morning and afternoon tea is provided.  
Please advise if you have any special dietary requirements.  
Dress code is smart casual.

## 3 Make your payment

### 3.1 Choose your fee per workshop (incl GST)

| Type  | Rate                  | Fee      |
|---|-----------------------|----------|
| <input type="checkbox"/> Workshop   | Early bird member     | \$528 ea |
| <input type="checkbox"/> Workshop   | Early bird non-member | \$715 ea |
| ▶ register 4 weeks prior to event date (applies to all)                                 |                       |          |
| <input type="checkbox"/> Workshop   | CPA member            | \$583 ea |
| <input type="checkbox"/> Workshop   | Non-member            | \$792 ea |
| <input type="checkbox"/> Workshop   | Group of 3+           | \$528 ea |
| ▶ group of 3 or more members/non-members from 1 organisation attending at the same time |                       |          |

→ **TOTAL** \$ .....

### 3.2 Choose how you would like to pay

Your payment must be sent with this form

Pay by cheque or money order

Payable to CPA Australia Ltd → Go to 3.3

Pay by credit card

Amex  Visa  Mastercard  Diners

Card number .....

Expiry date .....

Name on card .....

### → Cardholder's signature

Date .....

### 3.3 Sign section 4 and send your order and full payment\*

Fax 1300 658 156 Credit card only

Mail CPD Registration  
CPA Australia Ltd  
GPO Box 2820  
Melbourne VIC 3001

\*When we process your payment we will send you a confirmation letter. Present this letter to gain entry

## 4 Agree to terms & conditions

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Date .....

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