



OBJECTIVE OF THE TRAINING

At the end of the course the beginners will be able to:

- † Have the confidence to design and build a model from scratch
- † Understand and apply modelling best practice based on the FAST-financial modelling standards
- † Understand important Excel functions and use them to build the foundations of a robust, reliable and flexible financial model
- † Review and validate all types of financial models.
- † Carryout Model audit

Course Outline

Module

Core areas covered

DATA SORTING, SUMMARISING AND ANALYSIS

- † Power query (Data mining from ERP)
- † Excel Data Model
- † Advanced Pivot Table Options

UNDERSTANDING FINANCIAL MODELING

- † Advanced Excel Tables
- † Mixed Cell References
- † Excel Add-Ins

EXCEL FUNCTIONS AND TOOLS

- † Look up & Reference Functions (Lookup, Offset, Choose, Get Pivot Data, Index, Match
- † Logical Functions (Nested IF, And, True, False, Not, Or)
- † Working with Array Formulas
- † Conditional formatting using Formulae
- † Application of Excel camera

USE OF EXCEL FOR INFORMED DECISION MAKING

- † Scenario Manager
- † One Way Data Tables
- † Two Way Data Tables

DESIGNING EFFECTIVE EXCEL MODELS

- † Elements of Excel Models



**MORE EXCEL FUNCTIONS, TOOLS AND
VISUALIZATION**

- † Good Excel Models Building Habits
- † Types of Errors in Excel Models Dealing with Errors
- † In-Built Auditing Tools
- † Model Documentation
- † Data Validation using Formulae

- † Writing, Editing and using Macros
- †

COLLABORATING WITH OTHERS

- † Editing a shared Workbook
- † Stopping sharing a Workbook

- † Form Controls and Active Controls
- † Button, Combo Box, Check Box, Spin Button, Option Button, Scroll Bar etc.
- † 3D Formatting
- † Review of Charts
- † Changing source Data
- † Introduction to interactive chart
- † Power Views
- † Interactive Charts
- † Advanced Chart Formatting
- † Trending Tricks
- † Sharing Workbooks

Cost Involves: Ksh. 20,000 inclusive of VAT

Registration fee (covers tuition fees, course materials, certificates).

Application Process

Application form may be obtained from our website www.cyneteastafricaconsultancy.co.ke

Booking can be done by depositing money in our bank account and banking slips or evidence of electronic funds transfer presented to company. The fees quoted include, tuition, materials, certificate.

NB: Please note that we would wish to have your duly completed application form and proof of payment (or confirmation of participation) one week before the training commence.

Bank Details

Bank	Kingdom Bank
Account Name	Cynet East Africa Consultancy
Account Number	1011845067002

Yours Sincerely

Janet Cherono
Business Development Officer