Riverstone
Corporate Training

ADVANCED EXCEL FOR PROFESSIONALS

25 - 27 October 2023
Thailand, BKK

Need more information?
Please call or whatsapp us on +65 9730 4250 or email info@riverstonetraining.com.sg

Advanced Excel For Professionals

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Microsoft Excel is an excellent business tool because it has numerous functions and formulas to store, evaluate, and modify data effectively. Our course offers in-depth knowledge of Excel's various tips, tricks, formulas, functions, and shortcuts. The course is designed for participants who are already using Excel and need to enhance their professional financial analysis and financial modeling skills. Furthermore, participants of this course will learn to work without a mouse and use keyboard shortcuts to improve and enhance their spreadsheet designing abilities drastically. By enrolling in this course, you will stand out in an interview or move up the ladder in your career with excellent Microsoft Excel skills.

Overview

The course will provide a detailed explanation of the basic concepts and swiftly moves to an advanced level to teach new concepts even to Excel pros. The course is designed to ensure that complex ideas are delivered to participants, thereby supporting them in building a solid base needed to create advanced Excel spreadsheets. The course also offers a deep insight into Excel's various functions and complicated formulas, thereby delivering a better understanding of financial analysis and modeling. In addition, the course also covers finance-specific formulas that are important in performing financial analysis.

Who should attend

All individuals who want to improve their advanced excel skills should attend this course

- Middle to senior managers from different industries
- All professionals who want to deal or currently deal with financial modeling in their company
- Consultants, advisors, and other professionals who wish to improve their advanced Excel skills

Methodology

Nontheoretical methodology includes interactive discussions, case studies, interactive games, and assignments to understand the concepts and their applicability.

Trainer

We carefully choose all our trainers with rich and vast experience in the financial sector. The course will be conducted by an experienced training consultant having more than 20 years of industry experience with some of the world's leading financial institutions, specializing in corporate finance, investment banking, and corporate fundraising.

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Course Content

Module – 1
Excel: Layout and Keyboard Shortcuts

- An overview of the Excel layout
- What are workbooks, worksheets, cells, and formula bar?
- The ribbon – home, insert page, layout, formulas, reviewing data, view, and help.
- Learning keyboard shortcuts to navigate the ribbon.

Module – 2
Various Settings in Excel

- Reviewing the different general settings in Excel
- What are the formula settings in Excel?
- Studying data proofing, save the language, and the ease of access settings.
- Learning advanced Excel settings, customizing the ribbon, and quick access toolbar.

Module – 3
Effective Presentation Methods

- An overview of inputs vs. formulae.
- Learning how to extract data from pdf into Excel.
- Customizing numbers.
- Developing style templates and merging styles between models.

Module – 4
Formulating Adaptable and Auditable Formulas in Excel

- An overview of relative vs. absolute referencing.
- How to use names to increase formula efficiency?
- Learning various spreadsheet debugging skills.
- Link elimination and circularity issues.

Module – 5
Basic and Advanced Financial Analysis Structure

- Formatting background, special numbers, and column width.
- Font colors, format numbers, and subtotals with paste special.
- Anchoring, formating, grouping cells, naming cells, and editing multiple sheets.
- Conditional formatting and going to special.

Module – 6
Formulas and Functions

- How to use date functions, time periods, and yearfrac function?
- Use of sum, average, sumproduct, and median.
- Rounding and absolute functions.
- Use min, max, small, and large functions?

Module – 7
Data Management and Evaluation in Excel

- How to sort and filter data in Excel?
- Use of SUMIF and COUNTIF functions.
- IF statements in Excel?
- Using the IFERROR function.

Module – 8
Data Mining in Excel

- How to use text and dates in Excel?
- Analyzing the uses and dangers of conditional formatting.
- Various auditing tools.

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Module – 9

Constructing Flexible Charts in Excel

- Studying chart setups
- formatting of charts.
- What are dynamic labels?
- Constructing bridge charts.

Module – 10

Pivot Tables Evaluation

- Pivot tables.
- Feature and application for data sorting and analysis

Module – 11

Depreciation with Excel

- Straight Line Method (SLN)?
- Declining Balance Method (DB)?
- Learning about Sum of Years Digits Method (SYD).
- Double Declining Balance (DDB) and Variable Declining Balance (VDB)?

Module – 12

Investment Analysis

- Simple and compound interest in Excel.
- Financial ratio analysis.
- How to calculate PV and FV?
- Calculating PV and FV of the annuity.
- What are NPV and XNPV?
- What are IRR and XIRR?

Module – 14

Nominal, Effective Rate of Interest, Loan Repayment, and Mortgage

- Loan repayment concepts.
- How to convert nominal rate to effective rate?
- Convert effective rate to nominal rate?
- Use of PMT and PPMT functions.
- How to use IPMT and CUMIPMT functions?

Module – 15

Bond Valuation

- Studying price (market value).
- What is yield (investor's required rate or kd)?
- Bond valuation on a coupon date
- Bond valuation between coupon dates.

Module – 16

What-if Analysis, Scenario Analysis, and Sensitivity Analysis

- Goal seek and applications
- Data table and two-way data table.
- Differences between scenario and sensitivity analysis.
- What are the advantages of sensitivity analysis?

Module – 18

Complicated Formulas and Shortcuts for Date, Index, Match, etc.

- How to create complex formulas in Excel?
- Shortcuts for date format, one/two-week intervals, EO and EOM.
- INDEX and MATCH with date format and blank cells.

Module – 19

Macros Analysis

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- What are macros in Excel?
- How to build macros in Excel?
- Coding macros in Excel.

DELEGATE REGISTRATION FORM

Course fees

(Fees per participant)	**Single**	**Group****
Normal fees	SGD 2699	SGD 2599
Early bird price*	SGD 2499	SGD 2399

**Payment 30 days before commencement of the course*
***Minimum of 3 participants*

The course fee includes
- 3 days of dedicated expert training
- Lunch and refreshments
- Copies of important course material

Venue Details

- All our training sessions are held in good locations, assuring a high level of comfort and a conducive learning environment.
- Due to variation in number of participants, final venue details will be mailed 14 days before the course commences.
- Registration : 8:30 am
- Session timings: 9:00 am to 5:00 pm
- **Disclaimer:** Riverstone Training reserves the right to change the venue or postpone the course due to unforeseen circumstances.

Company Information

Company Name : _____
_____
Address : _____
_____
_____
_____
Contact person : _____
Designation : _____
Email : _____
Phone : _____

Delegate Information

Name (1) : _____
Designation : _____
Email : _____
Phone : _____

Name (2) : _____
Designation : _____
Email : _____
Phone : _____

Payment Terms

- Full payment is required for seat confirmation.
- Make a crossed cheque or bank draft payable to **Riverstone Training Pte Ltd.**
- Mail your payment with this registration form to **Level 20, Tower 2, One Raffles Place, Singapore 048616.**
- Alternatively, you can do a bank transfer to OCBC Bank account no **686679846001** (Branch no: **7339**).

Cancellation Policy

- If you are unable to attend, a replacement delegate is always welcome.
- Any cancellation must be made in writing to Riverstone Training at least 14 days before the event date. A full refund, less an administration fee of SGD 150, will be given.
- For written cancellations received less than 14 days before the event date, no refunds will be given. However, you will receive a 100% credit voucher that

Need in-house training on the same topic?

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For in-house training on the same course or customized course, please get in touch with us through

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or
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can be applied towards any of our subsequent training courses within 6 months of the initial registration.