

Best Practice Spreadsheet Modelling Level 1



"The Zambia Institute of Chartered Accountants (ZiCA), in partnership with Celsoft Global, brings you the most sought after Best Practice Spreadsheet Modelling Level 1 Course.



For Deeper Insight

"Want this Course In-house?"

If you have a team of at least 10 staff Members we could train your team on an In-house basis at your premises or venue of your choice and we can conduct the training at dates and times that most suit your team. We are flexible to include weekends if that's the only time your team can be available. For more details kindly send your enquiry to: workshops@celsoftglobal.com or call on +260 966 259 270

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ZICA
STUDENT
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NON
MEMBER
K3,120.00

17-18
FEBRUARY
2020

LUSAKA
ZAMBIA



Why Best Practice Spreadsheet Modelling

Most professionals acknowledge the importance of manipulating numerical data using spreadsheets yet this very important business tool is greatly underutilised (i.e. less than 10% of its capability is actually used).

The main reason for the under utilisation is a lack of formal training in Best Practice Spreadsheet modelling that is necessary to enable them to tap into the features that excel can offer if applied properly.

As a result most professionals spend more hours working in Ms Excel based reports than desired. Therefore This two (2) day practical course, is packed with spreadsheet fundamentals and essentials which every professional must know.

Who Should Attend

Every serious Excel user who has not received any formal training is must as the course introduces Best Practice Spreadsheet Modelling fundamentals and is not a basic Excel course.

Learning Outcomes

This two day hands-on, practical course will teach delegates:

- The fundamentals and essentials of best practice spreadsheet modelling which every user of excel must know.
- How to move and manipulate data in a spreadsheet efficiently including consolidating data across sheets or workbooks.
- Delegates will also learn the use of shortcut keys and efficiency tools, as well as the ability to connect and work with different worksheets and across different workbooks.
- Ability to utilise the key and versatile data management tools for ease of organising, analysing and summarising information, formatting and final presentation in a professional manner.
- The course concludes with the introduction of key formula rules and how to use Date & Time Functions and Text Functions.
- How to automatically collaborate MS Excel, Word and PowerPoint to enable powerful presentations and reports, including charts.

Summary Course Outline

- Overview of Excel and acquainting with the Excel Environment and what's new in Excel 2019 and Offices 365.
- Formulas and Functions, including Function Golden Rules
- Cell Referencing - when Copying Formulas
- Types of errors including the Circular Reference
- Excel Short Cuts
- Flash fill and Custom list
- Data Outlining tools like Su-Total and Grouping,
- Analysing data with Tables, and Remove Duplicates
- Exporting data from other systems to Excel - Exploring the use of TEXT TO COLUMNS tool
- Collaboration of Excel and other MS Office packages - Embedding and linking
- Consolidating several sheets into a summary page
- Printing by creating print titles, headers & footers in Excel for professional reporting.

What to bring to the course

A computer (Laptop or desktop) installed with Microsoft excel 2013 or later version and can read PDF documents, and uses USB port.



14cpd hours and all ZICA members entitled to 10% discount and ZICA students entitled to 20% discount.