

Best Practice Spreadsheet Modelling Level 2



"The Zambia Institute of Chartered Accountants (ZICA), in partnership with Celsoft Global, brings you the most sought after Best Practice Spreadsheet Modelling Level 2 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

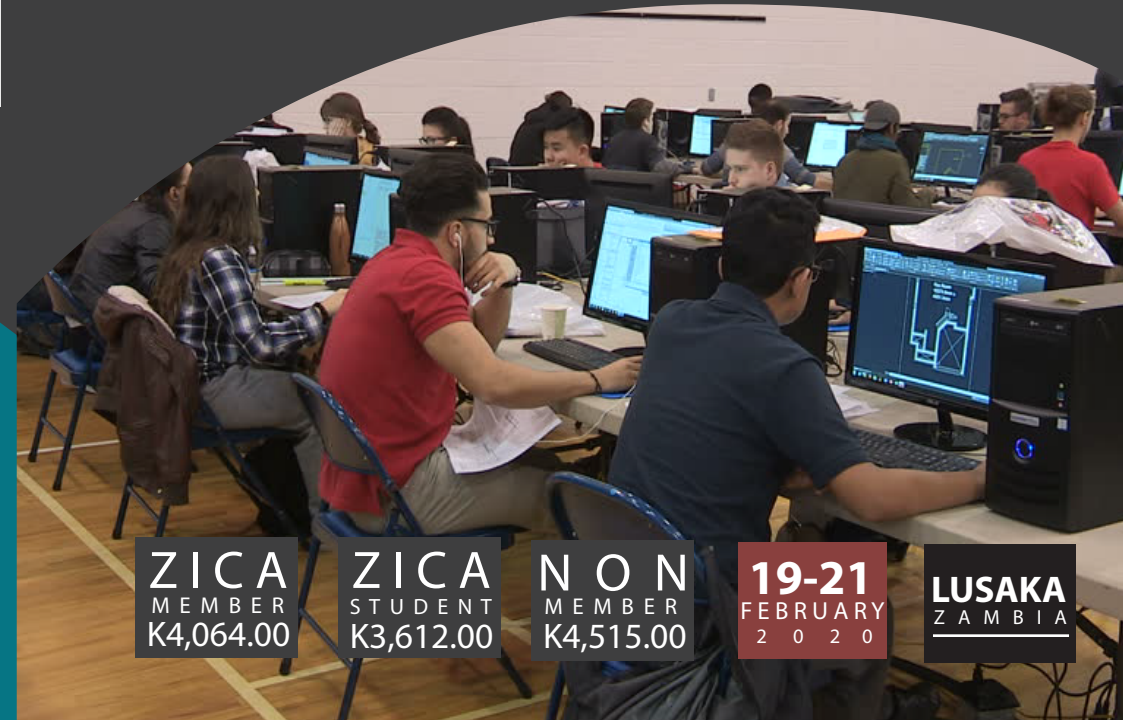
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Best Practice Spreadsheet Modelling Level 2 Course.

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19-21
FEBRUARY
2020

LUSAKA
ZAMBIA

This highly-practical, intensive, hands-on course is packed with cutting edge spreadsheet design ideas to take your model structuring skills to the highest level. Far too many business spreadsheet models are flawed due to lack of well thought out objectives, layout and design. By adopting a structured design strategy, and utilising best practice spreadsheet modelling standards and conventions you can develop better, robust and dynamic business models, providing greater insight to key business drivers, achieving greater accuracy and timely reporting, hence the need for three full course days.

LEARNING OUTCOMES

At the end of this three day course, participants will be able to, among other things:

- Mastering the art of model design according to best practice design principles and standards.
- Ability to create and apply formulas and functions in model building and data analysis in order to create robust and dynamic models and reports
- Analyse data using excel functions and various data management tools, including PIVOT TABLES and Tables, in order to gain greater insight to key business drivers.
- Develop robust and dynamic models that enable the easy update of models through dynamic data range naming and Tables to enable easy refresh to update model.
- Create models and reports with interactive features that automatically change through the use of Text, date and time functions.
- Ability to apply various conditional formatting rules in order to be able assess changes in performance or track activities real-time among other uses.
- Ability to protect and bullet proof your model to avoid errors and damage to your model structure and design layout

21cpd hours and all ZICA members entitled to 10% discount and ZICA students entitled to 20% discount.

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.

SUMMARY COURSE OUTLINE

Best Practice Modelling:-

- Master the best practice modelling standards as well as gaining an in-depth in the Financial modelling Life cycle and their application in designing and structuring robust, flexible and dynamic models.

Developing a Monthly Budget Variance Analysis Model using various functions and tools: using :-

- IF function & NESTED IF and understanding ERRORS, CIRCULAR REFERENCES & IFERROR FUNCTION.
- Utilising the SUBTOTAL, ABS, ROUND Functions.
- Employing Conditional formatting rules
- Applying key TEXT Functions including:- LOWER, UPPER, PROPER, TEXT & CONCATENATE FUNCTION.

Developing a Data Analysis Model using various Data Management Tools, and Functions:-

- Naming Cells and Ranges including Dynamic Naming of Cells and Ranges .
- Mastering Static and Dynamic Lookup functions and their application in the model:- VLOOKUP, ROWS, COLUMNS.
- Analysing model data using Data Management Tools:- SUBTOTAL, PIVOT TABLE.
- Consolidating Model data from various sheets and workbooks using the CONSOLIDATE DATA MANAGEMENT TOOL
- Utilising Mathematical & statistical functions :-COUNT, COUNTA, COUNTIF(S), SUM, SUMIF(S), AVERAGEIF(S).

Model Finalisation and Protection:

- How to protect formulas or ranges of data, including how to PROTECT WORK SHEET, CELLS or PROTECT WORKBOOK as well as hiding sheets VERY HIDDEN to ensure safety and privacy of sensitive data.
- Mastering DATA VALIDATION technique to enable guided data entry/input.
- Creating Hyperlinks for easy model navigation.

WHO SHOULD ATTEND

Any serious professional whose job involves extensive use of spreadsheets, including Accounting and Finance Professionals .