



INTRODUCTION

Computing skills are one of the top skills employers desired in their employees. Microsoft Office suite of applications, being the most popular software in the world, are extremely useful and widely used in organisations, schools and homes. It is the most practical and productive tool for documenting and organising information, delivering presentations, as well as processing data in work environments across the globe. Microsoft Office has been designed to be user friendly, interactive and powerful, which drastically helps increase users' productivity within the office environment.

Microsoft Office is a collection of purpose build programmes including:

- 1) Microsoft Excel - Creates simple to complex data/numerical spreadsheets.
- 2) Microsoft PowerPoint - Creates professional multimedia presentations.
- 3) Microsoft Word - Create text documents.

COURSE OUTLINE

S/No	Content	Duration
1.	Basics of Modelling <ul style="list-style-type: none">• What is Modelling?• What is a Financial Model?• Principles of good spreadsheet design	09.30 – 09.45
2.	Advanced Excel Functions <ul style="list-style-type: none">• Using IF and Nested IF statements• Using Lookup Functions• Using Data Validation	09.45 – 10.30
3.	Tea Break	10.30 – 10.45
4.	Advanced Excel Functions (continued) <ul style="list-style-type: none">• Using Name Ranges• Database Functions<ul style="list-style-type: none">○ DSUM, DAVERAGE○ DMAX, DCOUNT, DMIN• Creating Pivot Tables• Creating Pivot Charts• Using slicers	10.45 – 12.00
5.	Creating a dashboard	12.00 – 12.30
6.	Lunch hour	12.30 – 13.30
7.	What-if Analysis <ul style="list-style-type: none">○ Using Data Tables for analysis○ Create Goal Seek analysis○ Using Solver	13.30 – 14.30

Financial Modelling using MS Excel (1 Day)

By Jeremy Peh



	○ Creating Scenario Manager	
8.	Advanced Built-in Features <ul style="list-style-type: none">○ Outline and Subtotal○ Advanced Filtering○ Data Validation○ Create Macros○ Using hyperlinks	14.30 – 15.30
9.	Tea Break	15.30 – 15.45
10.	File and Worksheet Protection <ul style="list-style-type: none">○ Protect worksheet○ Hide Formulas○ Protect Workbook○ Password protect workbook	15.45 – 16.15
11.	Wrap-up	16.15 – 16.30

Training Methodology

- Course is conducted in an interactive with plenty of hands-on
- Numerous practical exercises will be provided by trainer to illustrate and reinforce the learning
- Learners will have opportunity to develop practical skills in formulating financial models