

Excel for Finance Professionals

Course Contents:

Setting up a Financial Worksheet

Layouts of input cells and formulas
Tracing formula precedents, dependents, and errors
Common mistakes to avoid

Conditional formatting to analyse data

Highlighting alternative row/columns of data
Highlight mistakes / errors / omissions / repetitions
Using conditional formatting to create simple & effective dashboards

Working with data

Importing data; formats, field labels,
web query options (stock info)
Use TYPE to identify data type of existing cell contents
Text functions; FIND, MID,
TRIM excess space in cells
Use lookup functions to retrieve and compare data

Cashflow spreadsheets

Income & Expenditure tracking table
Create a Pivot Table
Using the Pivot Table with filters to analyse cashflow
Using a Pivot Chart to track cashflow

Financial functions

Considerations such as:

- PMT, FV, IRR, NPV
- When to use XIRR and XNPV
- Function with cashflows
- Assumptions to avoid
- APR vs APY