

## Finance for Non-Finance Professionals + Excel

### **Part 1- Finance for Non-Finance Professionals**

- Introduction to Financial Accounting
- Basic concepts & Conventions
- Accounting Procedure & Process
- Importance of Financial Statements
- Components and Format of Financial Statement
- Interpretation of Financial Statement
- Cash Flow Statement
- Nature of Financial Management
- Concepts of Value & Return
- Valuation of Bonds & Shares
- Working Capital Management
- Investment Decision
- Cost Behavior and CVP Analysis
- Budgeting and Forecasting

### **Part 2: Microsoft Excel**

#### **Module 1: Creating a Microsoft Excel Workbook**

- Starting Microsoft Excel
- Creating a Workbook
- Saving a Workbook
- The Status Bar
- Adding and Deleting Worksheets
- Copying and Moving Worksheets
- Changing the Order of Worksheets
- Splitting the Worksheet Window
- Closing a Workbook

#### **Module 2: Entering Data in Microsoft Excel Worksheets**

- Entering Text
- Adding and Deleting Cells
- Using AutoComplete
- Entering Text and Using AutoComplete
- Entering Numbers and Dates
- Using the Fill Handle

#### **Module 3: Formatting Microsoft Excel Worksheets**

- Selecting Ranges of Cells
- Hiding Worksheets

- Adding Color to Worksheet Tabs
- Adding Themes to Workbooks
- Customize a Workbook Using Tab Colors and Themes
- The Font Group
- Working with Font Group Commands
- The Alignment Group
- Working with Alignment Group Commands
- The Number Group
- Working with Number Group Commands

#### **Module 4: Using Formulas in Microsoft Excel**

- Math Operators
- Entering Formulas
- AutoSum (and Other Common Auto-Formulas)
- Copying Formulas and Functions
- Relative, Absolute, and Mixed Cell References
- Working with Formulas

#### **Module 5: Working with Rows and Columns**

- Inserting Rows and Columns
- Deleting Rows and Columns
- Transposing Rows and Columns

#### **Module 6: Working with formulas**

- Using the IF Function
- Using the LOOKUP Function
- Using VLOOKUP and HLOOKUP Function
- Using the CONCAT function
- Using the PROPER, UPPER, and LOWER Functions
- Using the LEFT and RIGHT Functions
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions
- COUNT, COUNTA, COUNTIF, COUNTIFS
- AVERAGEIF, AVERAGEIFS, SUMIF, SUMIFS
- VLOOKUP, HLOOKUP, XLOOKUP
- INDEX MATCH Function

#### **Module 7: Microsoft Excel - Financial Functions in Excel**

- Discounting Cash Flows in Microsoft Excel
- Calculating Internal Rate Of Return (IRR) in Excel
- Using the PMT Function to Create a Complete Loan Schedule
- Date Functions in Excel

#### **Module 8: Microsoft Excel - Building Professional Charts in Excel**

- Introduction to Excel Charts
- Beginner's Guide to Inserting Charts in Excel
- Modifying Excel Charts - The Easy Way
- How to Represent Trends with Sparklines

## **Module 9: Using Pivot Tables**

- Creating Pivot Tables
- More PivotTable Functionality
- Inserting Slicers
- Multi-Select Option in Slicers
- PivotTable Enhancements
- Working with Pivot Tables
- Inserting Pivot Charts
- More Pivot Table Functionality
- Working with Pivot Tables

## **Module 10: Microsoft Excel - Practical Exercise "Build a P&L from Scratch"**

- Introduction to the Case Study
- What You Will See Next
- Understand Your Data Source Before You Start Working on It
- Ordering the Source Worksheet
- Creating a Code: The Best Way to Organize Your Data and Work Efficiently with It
- Learn How to Create a Database
- Using Lookup Functions (VLOOKUP) to Fill the Database Sheet
- Using SUMIF to Complete the Database Sheet
- Using INDEX & MATCH as a Substitute for VLOOKUP
- XLOOKUP as a Substitute for VLOOKUP and INDEX&MATCH
- The Mapping Exercise
- Mapping the Rows in the Database Sheet
- Building the Structure of the P&L Sheet
- A Practical Example of Professional Formatting in Excel
- Populating the P&L Sheet with SUMIF
- Learn How to Find Mistakes with COUNTIF
- Calculating Growth Rates in Excel