KOENIG SOLUTIONS · COURSE OUTLINE

Excel for Finance: XLOOKUP, Pivots & Macros

Learn to use advanced Excel functions, pivot tables, macros and financial models to build and analyse P&L and budget spreadsheets.

12
MODULES

92
TOPICS

COURSE OVERVIEW

This course covers Excel best practices, shortcuts and advanced functions such as VLOOKUP, INDEX MATCH and XLOOKUP, along with advanced tools like data validation and conditional formatting. It then applies these skills through practical exercises building a P&L from scratch and a flexible profit and loss model with forecasting, followed by scenario analysis using data tables and Solver. Later modules cover pivot tables, interactive dashboards with professional charts, budget modelling, macros and an introduction to Power Query.

WHO THIS COURSE IS FOR

- **Finance Professionals**
- **Financial Analysts**
- **Management Accountants**
- **Budget Analysts**
- **Excel Users**

LEARNING OBJECTIVES

- Apply Excel formatting and navigation best practices
- Use keyboard shortcuts for data entry, formulas and pivot tables
- Apply lookup functions such as VLOOKUP, INDEX MATCH and XLOOKUP
- Configure advanced tools such as data validation and conditional formatting
- Build a P&L statement and a flexible forecasting model
- Conduct scenario analysis using data tables and Solver
- Create pivot tables and interactive dashboards with charts
- Develop macros and import data with Power Query

COURSE SYLLABUS

12 Modules, 92 Topics

01

Microsoft Excel - Best Practices Tips and Tricks

TOPICS

- Initial Formatting Is Key for Creating Professional-looking Spreadsheets
- The Secret to Faster Scrolling in Excel
- **Be even quicker:** F5 + Enter
- The Secret to Faster Scrolling in Excel
- Using Absolute and Relative Cell References
- Find and Select Cells That Meet Specific Conditions
- How to Create Dynamic Names in Excel Spreadsheets
- Using Named Ranges to Make Formulas More Readable
- Introduction to Custom Formatting in Excel
- How to Add a Drop-down List in Excel
- Multiply by 1
- Find and Replace – References & Formatting
- The Power of F2

02

Saving Time in Excel and Doing Everything Faster by Using Excel Shortcuts

TOPICS

Basic Navigation Shortcuts · Data Entry and Editing Shortcuts · Formatting Shortcuts · Formula and Function Shortcuts · Chart and Graph Shortcuts · Pivot Table Shortcuts

03

Microsoft Excel - Advanced Functions

TOPICS

- **Excel's Lookup Functions:** VLOOKUP & HLOOKUP Made Easy
- INDEX, MATCH, and Their Combination - The Perfect Substitute of VLOOKUP
- **XLOOKUP:** a Solid Substitute of VLOOKUP (Office 365 only)
- Using Excel's IFERROR Function to Trap Spreadsheet Errors
- Nested Functions Using And & Or
- A Useful Tool for Financial Analysis - The RANK Function
- Choose Function
- ISNA, IS Blank
- SumProduct
- Rank Function Ascending
- Rank Function Descending
- EOmonth
- Edate

04

Microsoft Excel - Advanced Tools

TOPICS

Advance Filter · Data Validations · Conditional Dropdowns · Remove Duplicates · Conditional Formatting

05

Practical Exercise "Build a P&L from Scratch"

TOPICS

- Introduction to the Case Study
- 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
- Calculating Growth Rates in Excel

06

Modeling in Excel - Building a Flexible Model for Profit and Loss Account with Forecasting (Management Accounting)

TOPICS

- Introduction to the Exercise
- Let's Create a Mapping of Financials
- Building an Output P&L Sheet
- Filling in the Output P&L Sheet with Historical Financials
- Calculating Percentage Variances and Applying Conditional Formatting
- Building an Output Balance Sheet
- Using INDEX, MATCH, MATCH to Fill in the Output Balance Sheet
- Adding the Forecast Period
- Building a Flexible Model with CHOOSE & MATCH
- Building a Flexible Model with VLOOKUP & COLUMNS

07

Scenario Analysis

TOPICS

- Analysis using Scenario manager
- **Scenario Analysis:** One Variable Data Table in Excel
- **Scenario Analysis:** Two Variables Data Table in Excel
- Scenario Analysis Using Solver in Excel

08

Working with Pivot Tables in Excel

TOPICS

- Pivot Tables - Excel's Dynamic and Interactive Tables
- **Creating a Pivot Table:** Choosing Row and Column Parameters
- Design the Layout and Format of Your Pivot Tables
- Additional Techniques That Will Ease Your Work with Pivot Tables
- One of the Most Useful Excel Functions - GETPIVOTDATA
- Pivot Table Slicers

09

Creating Interactive Dashboards and Visualizations Using Professional Charts

TOPICS

Introduction · Stacked Column Chart with a Secondary Axis · Doughnut Chart · Area Chart · Bridge Chart · Sparklines · Timelines and Slicers · Establishing Connection between them

10

Preparing a Budget Model

TOPICS

Preparing simple Project Budget

ADDING ASSUMPTIONS

Revenue · COGS · Salaries · General & Admin Exp · Sales and Marketing Exp

Presenting Variance Analysis

11

Macros

TOPICS

- Macros Are a Great Timesaver! Here's Why.
- How to Use the Same Macro on Multiple Workbooks

12

Introduction to Power Query

TOPICS

Basic interface and navigation · Importing data from various sources · Basic Data Transformation

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

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