

## Microsoft Excel – Use in Analysis and Finance

**Description:** The course is dedicated for people who analyse and/or model problems in Microsoft Excel. In the first part of the course, data is imported from various sources (text files, other Microsoft Excel files, SQL server), and then analysed using statistical functions or pivot tables. The other part of the training covers What-If problems solving.

**Prerequisites:** Completion of the course: Microsoft Excel - Intermediate or an equivalent level of knowledge.

**For whom:** People from the accounting, financial, sales, administration and logistics departments.

**Duration:** 2 days.

One day of the course consists of 8 hours, including 90 minutes of breaks. The duration and number of breaks can be arranged with the trainer before the start of the class.

### Module: Applications in Analysis (MSEX11)

- 1) Importing and transforming external data**
  - a. Introduction to Power Query
  - b. Retrieving data from a database, workbook, text file, web page
  - c. Data transformations, data consolidation
- 2) PivotTable**
  - a. Creation of Pivot Tables
  - b. Customising calculation fields
  - c. Grouping data
  - d. Table based on distributed sources
  - e. Analysing the data
- 3) Data modelling**
  - a. Introduction to Power Pivot
  - b. Concept of relations
  - c. Pivot table based on a data model
  - d. Calculation fields, measures
- 4) Advanced financial functions**
  - a. Depreciation: DB, DDB
  - b. Functions: FV, IMPT, IRR, ISPMT, MIRR, NPER, NPV, PMT, PPMT, PV, RATE, SLN, SYD, VDB
  - c. Analytical and support functions
- 5) Macro commands**
  - a. Creation, application, modification
  - b. Handling of execution errors
  - c. Controls: buttons, drop-down lists, checkboxes, text boxes
  - d. Examples of automation
- 6) User Functions**
  - a. VBA editor
  - b. VBA syntax
  - c. Creation and use of custom functions
  - d. Automation of calculations
  - e. Creating an Excel add-in

- 
- 7) Multi-variant modelling**
    - a. a. Scenarios
    - b. b. Search for a result
    - c. c. Solver - advanced optimisation tool
  
  - 8) Data visualization**
    - a. Creation of custom charts
    - b. Data formats and their use
    - c. Conditional formatting
  
  - 9) Protecting Sheet and Workbook**