# Excel Business Modelling

## 2 day training course







## Course contents

This course will cover the following topics. Those marked with (*) will be covered if time allows.

### Building models

- What makes a good formula
- Separating inputs and calculations
- Maintaining constant periodicity

### Range names

- Creating range names
- Editing range names
- Using range names in formulae
- Spill behaviour

### Masking

- Avoiding the IF function
- Creating a mask

### Formatting numbers and dates

- Standard number formats
- Hiding cell contents
- Date formats

### Conditional formatting

- Creating cell rules
- Managing cell rules
- Viewing conditional formats
- Data bars and icon sets

### Data validation

- Setting validation rules
- Input and error messages
- Highlighting validated cells
- Circling invalid data

### Protection

- How protection works
- Unlocking cells
- Turning protection on for worksheets
- Protecting the whole workbook

### Grouping/outlining

- Creating and removing groups
- Expanding and collapsing

### Multiple worksheets

- Group editing
- Formulae across sheets
- 3D summing across sheets

### Cashflow calculations

- Avoiding circularity
- Separating interest paid and received
- Dealing with compound interest rates

### Investment appraisal

- Net present value
- Internal rate of return
- Non-periodic cashflows

### Conditional formulae

- Using a single IF function
- Using SUMIFS and COUNTIFS
- Combining conditions

### Lookup functions

- VLOOKUP and its limitations
- The XLOOKUP function
- Exact and approximate matches
- Data validation for exact matches
- Dealing with no matches

### Advanced lookup functions

- The XMATCH function
- The INDEX and MATCH functions
- The OFFSET function

### Styles

- Using styles to apply formatting
- Number format styles

### Scenarios

- Creating what-if scenarios
- The scenario manager

### Goal-seeking (*)

- Targeting a given value
- Setting the number of iterations

### Data tables

- One-way data tables
- Two-way data tables

## Pre-requisites for Excel Business Modelling course

Delegates should already be very comfortable with using the basics of Excel. Some financial modelling or accountancy background, while not essential, will be very useful.  Note that this course is an alternative to our two-day Advanced Excel course, not a follow-on.

## Prices

| Venue | Address | Price per place |
|---|---|---|
| London | Landmark, 99 Bishopsgate, London EC2M 3XD | £1,525 per person + VAT |
| Manchester | Holiday Inn, 25 Aytoun Street, Manchester M1 3AE | £1,150 per person + VAT |
| Online | Your home or office! | £995 per person + VAT |

## Scheduled Dates

| Dates | Venue | Times | Price per place | Booking |
|---|---|---|---|---|
| Tue/Wed 01-02 December 2026 | Online | 09:30-16:30 | £995 + VAT | Book this |
| Mon/Tue 15-16 February 2027 | Online | 09:30-16:30 | £995 + VAT | Book this |
| Thu/Fri 08-09 April 2027 | Online | 09:30-16:30 | £995 + VAT | Book this |
| Tue/Wed 25-26 May 2027 | Online | 09:30-16:30 | £995 + VAT | Book this |

If you can't see the dates that you want, ask us about organizing a customized course at your office (we'll provide and set up the computers), or else an online course tailored to your needs.