

# 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/deleting range names

### Masking

- Avoiding the IF function
- Creating a mask

### Styles

- Using styles to apply formatting
- Number format styles

### 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 a worksheet
- Protecting the whole workbook

### Grouping/outlining

- Creating and removing groups
- Expanding and collapsing

### Multiple worksheets

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

### Array formulae

- Block formulae
- What the curly brackets mean
- Functions using arrays

### 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

- Creating a single =IF formula
- Using =SUMIFS and =COUNTIFS
- Combining conditions

### Lookup functions

- The XLOOKUP function
- VLOOKUP for continuous values
- VLOOKUP for exact matches
- Data validation for exact matches

### Advanced lookup functions

- The XMATCH function
- Combining =INDEX and =MATCH
- The OFFSET function

### 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
<a href="#">London</a>	Landmark, 99 Bishopsgate, London EC2M 3XD	£1,525 per person + VAT
<a href="#">Manchester</a>	Holiday Inn, 25 Aytoun Street, Manchester M1 3AE	£1,150 per person + VAT
<a href="#">Online</a>	Your home or office!	£995 per person + VAT

### Scheduled Dates

Dates	Venue	Times	Price per place	Booking
Thu/Fri 30-31 July 2026	Online	09:30-16:30	£995 + VAT	<a href="#">Book this</a>
Wed/Thu 26-27 August 2026	Online	09:30-16:30	£995 + VAT	<a href="#">Book this</a>
Thu/Fri 08-09 October 2026	Online	09:30-16:30	£995 + VAT	<a href="#">Book this</a>
Thu/Fri 29-30 October 2026	Online	09:30-16:30	£995 + VAT	<a href="#">Book this</a>
Tue/Wed 01-02 December 2026	Online	09:30-16:30	£995 + VAT	<a href="#">Book this</a>

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.