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