



## “taking the myth out of finance”

### Financial Modelling in Excel – Module 1

- a stand-alone course which is also recognised as a qualifying module for the CPPF (Certificate Programme in Practical Finance)

Excel is on almost everyone's computer, and it is so easy to start using that we may believe there is no need for formal training. But Excel can eat up time if not used knowledgeably, and errors can be built into formulas with costly results. This course is about answering the questions you did not know to ask, teaching you how to think in the way Excel thinks and establishing good disciplines for working in Excel.

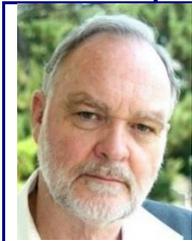
It assumes a very basic familiarity with Excel, and provides the knowledge and confidence to start using Excel effectively to produce results for you. It shows you what results you can expect, how to save time by using the most suitable techniques and by planning your spreadsheet. It teaches disciplines to make it easier for others to pick up where you left off, or for yourself, when you return to enhance last year's spreadsheet.

The course emphasizes the thinking and design process as much as the learning of techniques so that your spreadsheets will take less time to develop and be more reliable and produce more useful information. Delegates will be supplied with a set of templates with corresponding model answers including comprehensive notes. The templates may be re-used for practice, in conjunction with the model answers.

The course consists of three full days of training, including case studies to illustrate the practical application of the techniques learned during the course. The fourth day continues the learning through the assessment process. It includes a final revision and the completion of the summative assessment and the portfolio of evidence.

Successful candidates will receive a certificate from Johannesburg School of Finance which will also confirm the completion of one module of the School's **Certificate Programme in Practical Finance (CPPF)**. The CPPF is a unique qualification comprising a series of four-day modules in practical financial management designed to develop excellent skills for effective business decisions. For more on the CPPF, see [www.jhbfin.co.za](http://www.jhbfin.co.za).

#### The course presenter: John Mitchell



John Mitchell is a Director of Johannesburg School of Finance, a member of the Investment Analysts Society and holds a Degree in Philosophy. He has been a professional designer and presenter of financial courses for the past nineteen years. His Major in Logic aligns itself naturally with both lean programming, and analysis of financial problems.

His empathic style and extensive business experience make his courses both practical and enjoyable.

**Course dates:** 22 - 25 January 2018      12 - 15 February 2018      26 - 29 March 2018  
14 - 17 May 2018      20 - 23 August 2018      17 - 20 September 2018  
15 - 18 October 2018

**Course Venue:** Quickbooks, 5 Zulberg Close, cnr Ernest Oppenheimer Avenue, Bruma, Johannesburg

**Course Fees:** R15 400 plus 15% VAT (R17 710) per delegate. CPPF candidates will be entitled to a discount if they have already completed at least two other modules. Fees include material, lunches, (R280 extra for Halaal), teas and secure parking. (NB: This course can also be run on an in-house basis, in which case the fees and dates are negotiable).

# Financial Modelling in Excel - Module 1

presented by John Mitchell

## Course Overview:

The course will introduce learners to a wide range of Excel techniques and expand on their application. This will develop an understanding of principles of model building and how to use Excel to best advantage. Fundamental disciplines and procedures will be introduced and reinforced to ensure robust and accessible model building. The course aims to ensure that learners are able to use the knowledge acquired to design their own models with the minimum of time and effort and the maximum accuracy and reliability.

Throughout the course, techniques will be presented in the context of practical applications and emphasis will be placed on thinking around the technical aspects of the model to ensure that the outcomes are comprehensive and reliable.

The following techniques, among others, will be covered:

- How to plan and structure the model to use the data
- Drawing a picture from the numbers: creating and formatting different types of Charts, trendlines, moving averages, secondary axis
- Using names in formulas: simple Breakeven model
- Sensitivity analysis
- Input, Operation, Output discipline
- V Lookup for True and False
- Arrays and data tables
- IF statements and combinations (OR, AND), nested IF's, Iferror

## Course Content:

### Day One: The Purpose, Principles and Techniques of Financial Modelling

- Introduction
- Shortcuts, techniques procedures and disciplines
- Version control and logging
- Relative and absolute cells
- Concatenation
- Hyperlink menus
- Max and Min functions
- Protection
- Charts and trend lines

### Day Two: Planning Spreadsheets and Using Appropriate Techniques

- Planning spreadsheets and using functions in combination
- Input, Operation and Output discipline
- Techniques of naming and using names in formulas
- Structuring the model
- Create a simple model using names and conduct sensitivity analysis
- Vlookup True and False with applications
- Arrays and Array data tables

### **Day Three: Construct and Interpret an Integrated Financial Model**

- IF statements OR, AND, Nested IF
- Data validation and drop down list
- Using Row Names in formulas
- Manual calculation and analysis of a set of financial statements
- Model to a known outcome: create a reiterative model to test proposed solutions to the Company's problems

### **Day Four: Revision and Assessment.**

- Perform revision exercises from templates, with assistance
- Perform exercises to demonstrate knowledge of the techniques learnt
- Apply appropriate techniques to create spreadsheets to provide required information
- Create a simple reiterative model
- Course closure and feedback

**Requirements: Learners must please bring their own computer. A mouse and mouse pad are strongly recommended.**

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