

Advance Excel Training

Course Objective:

Advanced Excel is a comprehensive tutorial that provides a good insight into the latest and advanced features available in Microsoft Excel 2013. It has fully explained tutorial about how to use a particular feature, in a step-by-step manner. Through this course students will learn all the tips, tricks, shortcuts, functions and formulas that are needed to become an Excel power user. Moreover it will help students to build a strong foundation in Excel for careers in: Investment banking, Private equity, corporate development, Equity research, Financial Planning & Analysis (FP&A)

Prerequisite:

The students of this training are expected to have a good prior understanding of the basic features available in Microsoft Excel.

Overview of Training:

Microsoft Excel is something that we work in our daily life be a student or an accountant or any other business professional. While Microsoft excel is an irreplaceable part of the business field it is also widely used in other fields such as nonprofit organizations, hospitals, and educational institutions. Every one of us knows all the basic functions of Microsoft Excel but there are many advance terms associated with it that not many are aware of. Advanced Excel today is the need of the hour and learning the skills of advanced excel can make you stand out among a big crowd of people. We train you on advance MS Excel topics to make you more productive and highly paid person in your organization.

This training course starts with the Excel basics and quickly progresses to a more advanced level where even experts will learn something new. We believe it is important to start at the bottom and build a solid base, which is why we review all the foundational skills you need before building

more advanced spreadsheets. In this Excel, you will learn to leave behind the mouse and use keyboard shortcuts to dramatically improve and speed up your spreadsheet building skills. In the second half of the Excel course, you'll notice that the functions and formulas get more sophisticated and the quality of financial analysis and financial modeling become much higher. This half of the course focuses on finance-specific formulas that you would use as an analyst performing financial analysis on the job.

Benefits of Microsoft Excel:

- Build great charts. Excel allows business users to unlock the potential of their data, by using formulas across a grid of cells.
- Use conditional formatting.
- Help identify trends.
- Bring data together.
- Online access.

What am I going to get from this Excel course?

- Learn everything you need to know about Excel spreadsheets for a career in corporate finance and investment banking
- Master keyboard shortcuts, functions, and formulas to save time and speed up your modeling skills
- Follow industry-leading best practices; simulate on-the-job analyst training
- Stand out in an interview or move up the ladder at work by dramatically boosting your MS Excel skills and confidence

Intended Audience:

This tutorial has been designed for all those readers who depend heavily on MS-Excel to prepare charts, tables, and professional reports that involve complex data. It will help all those readers who use MS-Excel regularly to analyze data.

Course Outline:

Chapter 1	Introduction	2 hours
Chapter 2	Excel Layout	5 hours
Chapter 3	Excel Settings	4 hours
Chapter 4	Basic Financial Analysis Setup	4 hours
Chapter 5	Advanced Financial Analysis Setup	4 hours
Chapter 6	Functions & Formulas	4 hours
Chapter 7	Wrap Up	4 hours
Chapter 8	Qualified Assessment	3 hours