

INTERMEDIATE EXCEL SKILLS, SYDNEY
9:00 - 17:00 + OPTIONAL ASSESSMENT 17:00 - 17:30
UP TO 7 CE HOURS



a high powered course for finance professionals

Improve your mastery of Excel Skills.

Target groups:

- accountants
- financial controllers
- middle and back office staff
- business unit managers
- general managers

Overview

Spreadsheets are an important and useful tool in many areas of finance. Excel contains powerful and time-saving features. However, those features are often underutilised - either because users don't know the features exist or they aren't sure how those features work.

This course is a compilation of powerful and time-savings features of Excel that are often useful in finance. The program will provide those attending with a range of new skills that they can apply in their everyday use of Excel. Expanding upon basic Excel knowledge, the workshop will show examples of useful functions and features enabling participants to improve upon their current data and spreadsheet systems. This includes techniques for manipulating and organising data into a more useful format. It will also provide a number of techniques to clean and protect data and thereby improve the accuracy of spreadsheet analysis.

The course has a unique structure that combines lecture, discussion and interactive workshops. Practical spreadsheet based examples illustrate applications of the course content and form a large component of the total course time. A CD containing the exercises together with answers is provided to participants at the end of the course.

Pre-requisites

Attendees are expected to have at least a basic knowledge and experience with Excel.

Presenters

Presenters are senior Macquarie staff who have practical, ongoing and high-level finance experience.



KAREN LAU

Associate Director
BSc (1st Class Honours), PhD (Science)
The University of New South Wales, MAppFin
Macquarie University

Karen has worked for Macquarie for 7 years. She is responsible for enhancing Macquarie's Value-at-Risk model and Portfolio Optimization system. She also provides quantitative support for Macquarie Capital and Financial Services Group. Prior to joining Macquarie, Karen developed pricing and risk management tools for an energy company.



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The course

Content

The course will cover the following key areas:

1. Arithmetic functions

In the workshop these functions are used illustrate general aspects and “rules” of Excel. For example that some functions accept range inputs whilst other functions accept only single cell inputs.

Functions covered are MAX, MIN and ABS

2. Date functions

These functions are useful in maintaining and referencing a “calendar” of dates. Functions covered are DATE, WEEKDAY, WORKDAY and EOMONTH. Sample applications of these functions include the following: Finding the first ten business days in a year whilst taking holidays into account. Generating the last days of each month in a year. And finding the third Tuesday in each month.

3. String functions

These functions are applied in formatting, extending and rearranging text items. The functions examined are: LEFT, RIGHT, MID, LEN and the concatenation operator &. Example applications include standardising names into a common format, processing and rearranging code fields and extracting sections from text items.

4. Referencing and lookup functions

These functions give dynamic way of looking up and referring to sections of worksheets. These functions are covered: VLOOKUP, HLOOKUP, LOOKUP and MATCH. Sample applications examined include looking up a tax rate from a tax rate table, and performing a lookup that satisfies two criteria.

5. Aggregation and counting functions

These functions are used in summarising and reducing large amounts of information into more concise forms. Applications examined include: Generating a total of items that meet two specified conditions and finding the dollar value of transactions that occur between given dates. Functions covered are: COUNTIF, COUNT, COUNTA, COUNTBLANK, SUMIF and SUMPRODUCT.

6. Logical functions

The logical functions examined are IF, AND, OR, NOT and nested IFs. Logical functions allow Excel to deal differently (and appropriately) with different circumstances. Example applications include determining fees and commissions on a sliding scale and flagging amounts that are outside specified limits.

7. Array functions

Arrays are a little known feature of Excel that allows an array formulae in a single cell to do the work of many individual cells and functions. Examples covered include working out how many facilities are overdrawn and totalling transactions selectively on a subset of accounts.

8. Named ranges

Named ranges allow “human readable” references (e.g. tax_table rather than \$A\$57:\$F\$232) to be defined.

9. Keyboard shortcuts

Excel contains many useful keyboard shortcuts that reduce development and maintenance time and lessen the chance of mistakes. A subset of these shortcuts are covered.

10. Conditional formatting

Conditional formatting allows automatically highlighting of cells that meet certain conditions. Examples covered include highlighting duplicate information, emphasising the extreme values in a set of data and highlighting contracts that are near expiry.

11. Data Validation

Data validation helps the user enter inputs of the correct form. So data validation helps makes spreadsheets user friendly and also lessens the chance of errors. Examples include ensuring that a entered date is a weekday and checking that a transaction code has the right form.

12. Auditing

Excel contains various features to let the user study, examine and understand the structure of and relationships between worksheets. Features covered include the auditing toolbar, keyboard shortcuts, the formula view mode and Edit | GoTo | Special.

13. Worksheet Protection

Sections of worksheets can be “locked” to prevent accidental (or deliberate) overwriting. This protection feature is illustrated.

14. Pivot Tables

Pivot tables let the user “slice-and-dice” data in an intuitive, flexible and powerful way. Many of the features of Pivot Tables are examined in this section.

15. Hyperlinks

Hyperlinks allow an easy “internet-style” hyperlinking between sections of spreadsheets. In this section hyperlinks are defined and tested.

16. Macro recording, editing and playback

Macros are a powerful way of automating repetitive tasks. This section shows how macros can be recorded, edited and played back.

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Continuing education

This course is an approved Continuing Education (CE) activity. Attendance at this workshop will enable you to earn 6.5 CE hours. An optional assessment will follow the workshop. Successful completion of this optional assessment will earn you an additional 0.5 CE hours.

Venue

Thinkspace
Level 8
9 Hunter Street
Sydney

Contact

Online: www.afma.com.au

Enquiries and Registrations

Email jsheil@afma.com.au
Telephone: +612 9776 7914
Facsimile: +612 9776 4488

Cost

\$1,200.00 + \$120.00 (GST) = \$1,320.00 TOTAL

Registration includes course materials, lunch and refreshments.

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REGISTRATION FORM

Personal details

Dr Mr Mrs Ms Miss

Name _____ Surname _____

Company Name _____ Position _____

Address _____

City _____ State _____ Postcode _____

Country _____

Telephone _____ Mobile _____

Fax _____ Email _____

Workshop dates

Please refer to www.afma.com.au for latest workshop dates.

Preferred date: _____

Registration fees

	Fee	GST	Total
<input type="checkbox"/> Workshop fee	\$1200.00	\$120.00	\$1320.00

REGISTRATION FEE includes course notes, light lunch and refreshments.

This document becomes a Tax Invoice for GST purposes upon completion and payment.

Please photocopy and retain for your records.

Method of payment

Attach cheque made payable to AFMA or provide credit card details below:

Bankcard Visa American Express

Master Card Diners Club

Cardholders Name _____

Total Amount \$ _____

Card Number Expiry Date _____

Signature _____

Please indicate if you do not wish to receive further information regarding AFMA Education & Training Activities.

5 easy ways to register

Web	www.afma.com.au
Tel	+ 61 2 9776 7914
Fax	+ 61 2 9776 4488
Email	jsheil@afma.com.au
Mail	AFMA Education & Training GPO Box 3655 Sydney NSW 2001

Terms and conditions

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- Full payment is required at the time of registration from non-member organisations.

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- To obtain a full refund, delegates must notify AFMA in writing at least 10 working days prior to the program start date that they wish to transfer to an alternate program, or cancel.
- Delegates who transfer or cancel from a program inside 10 working days from the program start date are liable for the full program fee. No refunds will be given in this instance.
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General

- AFMA reserves the right to cancel, postpone or re-schedule programs due to low enrolments or unforeseen circumstances. Full refunds or transfers will be given in this instance.
- AFMA is not liable for any costs incurred by the attendee if the program is cancelled or postponed.
- AFMA reserves the right to change course fees, dates, content, speakers or method of presentation at its discretion.
- The information in this brochure was correct at the time of publication but may be subject to change.

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