EXCEL FOR FINANCIAL PROFESSIONALS



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GENTEX Training Center LLC | Orlando - FL, USA
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Introduction

Excel for Financial Professionals Training Course builds the spreadsheet capability that analysts, accountants, and finance managers need to model, analyse, and report financial data accurately and quickly. Excel remains the working language of finance. Models, budgets, reconciliations, and analyses all live in workbooks that others must read, trust, and update. Weak spreadsheet practice there produces broken formulas, untraceable numbers, and models that collapse under change. This course develops the discipline that prevents those outcomes. It covers formula construction, data handling, and model structure. Furthermore, it applies financial functions, lookup techniques, and scenario analysis. In addition, it develops dashboards, validation, and error control. As a result, participants build models that others can rely on.

Excel for Financial Professionals Course Objectives

- Build robust formulas using absolute and relative references.
- Apply logical, text, and date functions to financial data.
- Apply lookup functions: VLOOKUP, INDEX, and MATCH, and XLOOKUP.
- Use SUMIFS, COUNTIFS, and AVERAGEIFS for conditional analysis.
- Clean, consolidate, and structure financial data sets.
- Build financial models with clear structure and documentation.
- Apply NPV, IRR, and PMT functions to investment analysis.
- Build scenario and sensitivity analysis with data tables.
- Design dashboards and charts for financial reporting.
- Apply data validation, error checking, and model auditing.

Course Methodology

- Interactive lectures with real financial modelling cases.

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- Formula building and lookup function workshops.
- Data cleaning, consolidation, and modelling exercises.
- Dashboard, validation, and auditing practice.
- Structured peer review with facilitator feedback on workbook builds.

Who Should Take This Course

- Financial analysts and FP&A professionals.
- Accountants and management accountants.
- Budgeting and reporting staff.
- Investment and credit analysts.
- Auditors and internal control professionals.
- Consultants and business partners using financial models.

Excel for Financial Professionals Course Outlines

Day 1: Spreadsheet Foundations and Formula Building

- Workbook structure and naming conventions.
- Absolute, relative, and mixed cell references.
- Logical functions: IF, AND, OR, IFS, and nested logic.
- Text functions: LEFT, RIGHT, MID, TEXT, and CONCATENATE.
- Date and time functions for financial periods.
- Error handling with IFERROR and ISERROR.
- Case study: rebuilding a poorly structured financial workbook.

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Day 2: Data Handling, Lookups, and Conditional Analysis

- Sorting, filtering, and advanced filter techniques.
- Data cleaning: TRIM, SUBSTITUTE, and text-to-columns.
- VLOOKUP, HLOOKUP, INDEX, MATCH, and XLOOKUP.
- SUMIFS, COUNTIFS, and AVERAGEIFS for conditional analysis.
- PivotTables for summarising financial data.
- Power Query for consolidating multiple data sources.
- Workshop: consolidating and analysing a multi-source data set.

Day 3: Financial Modelling and Functions

- Model design principles and layout standards.
- Input, calculation, and output separation.
- Time series setup and periodicity decisions.
- NPV, IRR, XIRR, and PMT financial functions.
- Depreciation, loan amortisation, and debt schedules.
- Model documentation and assumption registers.
- Workshop: building a three-statement financial model.

Day 4: Scenario, Sensitivity, and Decision Analysis

- Scenario Manager and CHOOSE-based switches.
- One-way and two-way data tables for sensitivity.
- Goal Seek and break-even analysis.
- Scenario summary reporting and comparison.

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- Monte Carlo basics and probability considerations.
- Model flexibility and scalable formula design.
- Workshop: running scenario and sensitivity analysis.

Day 5: Dashboards, Validation, and Model Auditing

- Chart selection and dashboard layout principles.
- Conditional formatting and KPI visualisation.
- Data validation rules and input control design.
- Formula auditing: trace precedents and dependents.
- Error checking, circular reference handling, and protection.
- Workbook version control and review routines.
- Course review, assessment, and action planning.

Conclusion

By successfully completing Excel for Financial Professionals, participants will gain a thorough understanding of formula construction and spreadsheet foundations, data handling, lookups and conditional analysis, financial modelling and functions, scenario and sensitivity analysis, and dashboards, validation and model auditing. They will also acquire practical skills in spreadsheet formula construction and data preparation, lookup, conditional and pivot analysis, financial modelling and function application, and scenario analysis, dashboard design and model auditing. In addition, the course prepares them to build financial workbooks that are accurate, transparent, and easy to maintain. Gentex Training Center delivers this programme with a strong focus on applied spreadsheet technique and audit-ready model design.

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FAQs for Excel for Financial Professionals course

Q1 What is the "Excel for Financial Professionals" course about?

It is a five-day programme on building and using spreadsheets for financial work. It covers formula construction, data handling and lookups, financial modelling and functions, scenario and sensitivity analysis, and dashboards, validation and model auditing.

Q2 What are the key benefits of the "Excel for Financial Professionals" course?

Participants build financial models that others can trust and maintain. The course improves formula accuracy and workbook structure, sharpens lookup and conditional analysis, strengthens financial function application, improves scenario and sensitivity work, and raises dashboard design and model auditing quality.

Q3 What skills will I gain from the "Excel for Financial Professionals" course?

Participants gain spreadsheet formula construction and data preparation, lookup, conditional and pivot analysis, financial modelling and function application, and scenario analysis, dashboard design and model auditing. These four skills cover the practical core of spreadsheet work in finance.

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Q4 What tools, methods, or standards are covered in the "Excel for Financial Professionals" course?

The course covers workbook structure and naming conventions, absolute, relative and mixed cell references, logical functions including IF, AND, OR and IFS, text functions including LEFT, RIGHT, MID, TEXT and CONCATENATE, date and time functions, IFERROR and ISERROR handling, advanced filtering, TRIM and SUBSTITUTE cleaning, text-to-columns, VLOOKUP, HLOOKUP, INDEX, MATCH and XLOOKUP, SUMIFS, COUNTIFS and AVERAGEIFS, PivotTables, Power Query, model design principles and layout standards, input, calculation and output separation, time series setup, NPV, IRR, XIRR and PMT functions, depreciation and loan amortisation schedules, model documentation and assumption registers, Scenario Manager and CHOOSE switches, one-way and two-way data tables, Goal Seek and break-even analysis, Monte Carlo basics, chart selection and dashboard layout, conditional formatting, data validation rules, formula auditing with trace precedents and dependents, circular reference handling, workbook protection, and version control routines.

Q5 How is the "Excel for Financial Professionals" course applied in real-world practice?

Participants apply the techniques to real financial workbooks. They rebuild poorly structured files, clean and consolidate multi-source data, apply lookup and conditional formulas, build PivotTables and Power Query consolidations, construct three-statement models with assumption registers, apply NPV, IRR and PMT functions, run Scenario Manager and data table analyses, execute Goal Seek and break-even work, design KPI dashboards, set data validation rules, audit formulas for errors, and protect and version workbooks. Many leave with a financial model template, a dashboard structure, and a model audit checklist ready to use.

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