FINANCIAL MODELLING USING EXCEL



GENTEX®
TRAINING CENTER

GENTEX Training Center LLC | Orlando - FL, USA
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Introduction

Financial Modelling Using Excel Training Course builds the practical spreadsheet skills that finance professionals use to plan, forecast and evaluate business decisions. Participants learn how to structure workbooks properly, apply core Excel functions, and connect assumptions to clear financial outputs. The programme covers budgeting, forecasting, valuation and scenario testing, then applies each technique to realistic business cases. Furthermore, it stresses model accuracy, documentation and review, so results survive scrutiny from managers and auditors. As a result, delegates leave able to build models from a blank sheet and improve the ones they already use. Gentex Training Center delivers the programme through hands-on workshops over five days.

Financial Modelling Using Excel Course Objectives

- Design clean, well-structured Excel models with separated inputs, calculations and outputs.
- Apply essential Excel functions including IF, SUMIFS, INDEX, MATCH, CHOOSE and OFFSET.
- Build dynamic formulas that respond correctly to changing assumptions.
- Construct budgets and rolling forecasts linked to business drivers.
- Create three-statement models covering profit and loss, balance sheet and cash flow.
- Apply discounted cash flow techniques using NPV, IRR, XIRR and MIRR.
- Perform scenario and sensitivity analysis with data tables, scenario controls and tornado charts.
- Use PivotTables, Power Query and charts to summarise and present model results.
- Apply error checks, audit trails and version control to keep models reliable.
- Protect, document and hand over models so colleagues can use them safely.

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Course Methodology

The course combines short lectures with extensive hands-on Excel workshops and guided case work. Participants build live models on their own laptops, then review and correct them using structured checks. In addition, group discussion and peer review reinforce good practice, and each day closes with a practical exercise that mirrors a real finance task.

Who Should Take This Course

- Financial analysts, accountants and finance officers.
- Budgeting, planning and reporting professionals.
- Investment, credit and corporate finance staff.
- Business analysts and commercial managers.
- Auditors and controllers who review financial models.
- Consultants and managers who rely on spreadsheet analysis.

Financial Modelling Using Excel Course Outlines

Day 1: Excel Foundations and Model Design

- Workbook structure: inputs, calculations, outputs and navigation sheets.
- Keyboard shortcuts, named ranges and absolute versus relative references.
- Core functions: IF, AND, OR, SUMIFS, COUNTIFS and IFERROR.
- Lookup functions: VLOOKUP, INDEX, MATCH and XLOOKUP.
- Spreadsheet design standards: colour coding, units, formatting and layout.
- Error checks, circular reference handling and formula auditing tools.
- Workshop: building a structured model template from a blank workbook.

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Day 2: Budgeting and Forecasting Models

- Translating business drivers into model assumptions.
- Building revenue and cost forecasts with indexation and seasonality.
- Fixed versus variable cost behaviour and step costs.
- Rolling forecasts and variance analysis against budget.
- Flexible timelines using CHOOSE, OFFSET and INDEX.
- Preparing management reporting schedules from model outputs.
- Workshop: constructing a twelve-month budget and forecast model.

Day 3: Financial Statements and Valuation

- Linking the profit and loss, balance sheet and cash flow statements.
- Working capital, depreciation, debt schedules and interest calculations.
- Balancing checks and common reconciliation errors.
- Free cash flow calculation for valuation purposes.
- Discounted cash flow valuation using NPV, IRR, XIRR and MIRR.
- WACC, terminal value and mid-year discounting conventions.
- Workshop: building a three-statement model with a valuation summary.

Day 4: Scenario, Sensitivity and Risk Analysis

- Scenario management with CHOOSE, drop-downs and scenario switches.
- One-way and two-way data tables for sensitivity testing.
- Goal Seek and Solver for break-even and optimisation questions.
- Tornado charts and spider diagrams to rank key drivers.
- Monte Carlo simulation using Excel add-ins such as RISK.

- Building dashboards that update automatically with the model.
- Workshop: stress-testing a forecast under multiple scenarios.

Day 5: Automation, Presentation and Model Review

- Power Query for importing, cleaning and refreshing data.
- PivotTables, PivotCharts and dynamic charting for reporting.
- Conditional formatting and KPI dashboards for decision makers.
- Documentation, version control and model handover standards.
- Auditing another analyst's model and fixing common errors.
- Presenting model results clearly to non-financial audiences.
- Workshop: reviewing, correcting and presenting a full financial model.

Conclusion

By successfully completing Financial Modelling Using Excel Training Course, participants will have acquired the ability to design, build and audit financial models that support real business decisions. They will understand budgeting, forecasting, financial statements, valuation and risk analysis, and they will know how to automate reporting and present results clearly. As a result, delegates work faster and with greater confidence. Gentex Training Center structures the programme around practical, workplace-ready modelling skills.

FAQs for the Financial Modelling Using Excel course

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Q1 What is the "Financial Modelling Using Excel" course about?

It teaches how to build and use financial models in Microsoft Excel, from structuring a workbook to forecasting, budgeting, financial statement modelling, valuation and scenario analysis, with hands-on practice at every stage.

Q2 What are the key benefits of the "Financial Modelling Using Excel" course?

You gain faster and more accurate financial analysis, fewer spreadsheet errors, and the confidence to build models from scratch. You also improve reporting, strengthen decision support, and save hours through automation and reusable templates.

Q3 What skills will I gain from the "Financial Modelling Using Excel" course?

You will gain financial modelling in Excel, budgeting and forecasting, financial statement analysis and valuation, and scenario, sensitivity and risk analysis.

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

The course covers Microsoft Excel functions including IF, SUMIFS, INDEX, MATCH, XLOOKUP, CHOOSE, OFFSET, NPV, IRR, XIRR and MIRR, plus PivotTables, Power Query, data tables, Goal Seek, Solver, tornado charts and Monte Carlo simulation with RISK.

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Q5 How is the "Financial Modelling Using Excel" course applied in real-world practice?

Graduates apply it to prepare annual budgets, build rolling forecasts, evaluate investment proposals, test how sensitive results are to key assumptions, automate monthly reporting packs, and review models prepared by colleagues.