LUMSx

Microsoft Excel for Finance Professionals

LIVE ONLINE

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LUMSx is the center for online learning and professional development at LUMS. We extend LUMS' excellence in teaching and research beyond its borders by leveraging technology and innovative pedagogy. Our courses aim to bridge critical knowledge & skill gaps for Pakistani learners and to meet their diverse learning needs, we offer **Self-Paced Courses**, **Hybrid (Online-Cohort) Courses**, **Synchronous (Live-Online) Courses**, and **Free Open Online Courses** (OpenCourseWare). We intend to harness technology for enhancing access, improving educational quality, and amplifying education's impact.

Course Format: Live Online

Language: Bilingual

Duration: 6 Weeks

Note: For more details about the dates and pricing, please visit our website

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ABOUT THIS COURSE

In today's fast-paced financial landscape, mastering Microsoft Excel is no longer optional—it's a strategic advantage. "Microsoft Excel for Finance Professionals" is an intensive and comprehensive program designed to elevate your Excel skills from basic to advanced, empowering you to tackle complex financial tasks with precision and efficiency.

This course integrates practical finance applications, sophisticated data analysis techniques, and professional reporting tools to help you make informed decisions swiftly. From building financial models and conducting scenario analyses to preparing dynamic dashboards, this program is tailored to meet the demands of finance professionals who aspire to lead with data-driven insights.

By the end of this course, you'll not only enhance your technical proficiency but also gain the confidence to present financial insights that influence decision-making at the highest levels.

What Will You Learn:

By the end of this course, you will be able to demonstrate the following learning outcomes:

- Unlock the full potential of Excel for financial analysis.
- Learn to automate tasks, transform data, and streamline reporting.
- Master advanced financial functions for investment analysis.
- Develop professional dashboards to communicate insights effectively

MEET YOUR INSTRUCTOR

Course Instructor

JAHANGIR SACHWANI

Founder and CEO,
Innovinc Consulting

- Founder and Chief Executive Officer, Innovinc Consulting
- Possesses 24+ years of experience in conducting trainings
- Microsoft Power BI Certified
- Certified Professional Trainer, IAPPD Global, UK
- Microsoft Certified Office Specialist for Excel, Power BI, PowerPoint, and Word

COURSE OUTLINE

Module	Key Topics
Module 1: Excel Essentials for Finance Professionals	**Strategic Navigation and Setup:** • Efficiently navigate Excel's interface for financial tasks. • Best practices for organizing financial data. **Core Excel Skills:** • Excel Tips and Tricks • Understanding and managing cells, columns, and rows. • Advanced copy-paste and autofill techniques. • Intelligent navigation shortcuts for large datasets. • Essential Functions: Summarization, Decision Making (Logical), VLookup, Data Extracting
Module 2: Financial Data Mastery	**Professional Data Entry Techniques:** • Best practices for entering and validating financial data. • Handling large datasets with precision. **Optimizing Financial Data Presentation:** • Advanced formatting techniques for clarity and professionalism. • Using conditional formatting for insightful data visualization.

Module 3: Financial Functions and Depreciation Methods	**Mastering Depreciation Calculations:**
	• Understanding and applying depreciation methods:
	  ○ DDB: Double Declining Balance
	  ○ SYD: Sum of Years Digits
	  ○ VDB: Variable Declining Balance
	
	Financial Function Mastery:
	• Leveraging advanced formulas for accurate financial analysis.
	• Integrating multiple functions for comprehensive reports.

Module 4: Time Value of Money and Investment Analysis	**Comprehensive TVM Calculations:** • Present Value (PV) and Future Value (FV) concepts. • Annuity calculations and scenarios. • Handling dynamic interest rates effectively. **Advanced Investment Analysis:** • NPV, IRR, and XIRR functions for investment decision-making. • Calculating MIRR, PDURATION, and RRI for complex scenarios.

COURSE OUTLINE

Module	Key Topics
Module 5: Professional Loan and Amortization Analysis	**Precision in Loan Calculations:** • Utilizing PMT, PPMT, and IPMT functions for loan analysis. • CUMIPMT and CUMPRINC for cumulative payment tracking. • ISPMT for simplified interest payments. **Effective Rate Analysis:** • Converting nominal to effective interest rates accurately. • Calculating investor's required rate (Yield).
Module 6: Scenario Analysis and Decision-Making Tools	**Strategic What-If Analysis:** • Utilizing Goal Seek for financial forecasting. • Designing one-way and two-way Data Tables for scenario planning. • Scenario Manager: Creating and analyzing multiple financial scenarios.
Module 7: Financial Reporting and Dashboard Design	**Transforming Financial Data for Insights:** • Simplifying financial data for analysis and reporting. • Best practices for data extraction and preparation. **Building Professional Financial Statements:** • Profit and Loss Statements using PivotTables. • Balance Sheets with advanced analysis techniques. • Horizontal, vertical, and trend analysis for in-depth insights. **Dynamic Dashboards for Decision-Making:** • Designing interactive dashboards with slicers and charts. • Advanced visualization techniques to communicate insights clearly.
Module 8: Mastering Date Functions for Financial Reporting	**Handling Date-Based Financial Data:** • Extracting and analyzing fiscal year data. • Correcting date formats and managing large datasets. **Professional Date Functions:** • Extracting month and quarter numbers efficiently. • Designing reports with fiscal year perspectives.

COURSE OUTLINE

Module	Key Topics
Module 9: Preparing General Ledger (GL) for Reporting	**Streamlining GL Data:** • Organizing and analyzing GL data for reporting. • Best practices for financial data management. **Professional GL Analysis:** • Preparing accurate and actionable reports from GL data. • Leveraging PivotTables for comprehensive analysis.
Module 10: Mastering Financial Dashboards and Automation	**Designing Executive Dashboards:** • Creating dashboards with actionable insights for decision-makers. • Integrating Power Query for automated data transformation. **Automating Financial Reports:** • Using Power Query to clean, transform, and merge data. • Best practices for maintaining automated reporting systems.

List of Assignments

Module	Assignment
Module 3	Design a depreciation schedule using Excel functions.
Module 4	Build an investment analysis model with NPV and IRR.
Module 6	Develop a scenario-based financial model using What-If Analysis.
Module 10	Build a professional financial dashboard with automated data updates.

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