

Excel Level 2 Outline:

The Date and Time System under Excel

- How does Excel record and store dates
- How to create time and date entries
- How to use TODAY and NOW functions when entering dates
- Formatting of date and time data
- Calculating fiscal years and quarters
- Calculating time differences
- How to combine time with currency calculations

Financial Functions of Excel in Depth

- Perform a wide range of financial calculations with functions in Excel
- How Excel can be used in corporate finance
- How to design a financial worksheet and excel dashboards
- Reading a corporate financial statement
- Analyzing loans, payments and interests
- How to calculate depreciation and how to use excel straight-line, fixed and double declining depreciation formulas
- How to use financial formulas for calculating bond coupon rates, security durations, prices, rates of returns and yields
- Converting between decimal and fractional prices
- How Excel helps you with your Bookkeeping needs

Creating and Managing Invoices

- Set up an effective invoice managing system
- How to use Excel tables to keep track of time
- How to add customer information to an invoice
- Accounting software, excel export and imports, add-ins and data validation, drop down menus, input messages and error alert
- How to find current items through filtering the invoice table
- Using report filters to divide data by customers
- Printing invoices

Creating Business Budgets

- Use Excel to create useful budgets that help manage your resources

- How to track income and expenses by contract and category
- How Excel can help you to track cash on hand
- How to use balance sheets with Excel
- How Excel tables and pivot tables help to analyze cash flows
- Creating income statements
- How to create alternative budget scenarios and export to accounting software
- Short & long term forecasting, linear smoothing, regression analysis and the slope function
- How can worksheets help you in decision making
- How to create alternative budget scenarios, the scenario manager and what-if analysis

Business Statistics with Excel

- Access corporate data effectively by using statistical analysis techniques
- Introduction in statistical analysis and its terms
- How to create frequency distributions for qualitative data
- How to calculate a running total
- Using pivot tables for your business statistics
- How to calculate with Excel the mean, median, mode and other numerical data
- Calculating seasonal forecasts
- How to use probability distributions
- How to calculate profitability ratios
- Liquidity and activity ratios
- How to define hypotheses
- Develop linear/multiple regression models, using slope, intercept and variance formulas

Migrating from Excel 2003 to Excel 2007, and Excel 2010

- What is new in Excel 2010, and why to switch
- How to make the switch without problems
- How to overcome computability issues
- How to save e.g. Excel 2010 spreadsheets to the 2003 version
- New features in Excel 2010

Shortcuts

- Make navigation, cell selection, formatting and data entry faster
- Converting formulas to values by dragging

- How to create charts with keyboard shortcuts
- Repeating undo and redo actions
- How to display formulas immediately
- Navigating quickly through worksheets and across workbooks
- How to format and insert numeric and date data with shortcuts, calendar wizard
- Grouping rows or columns to create collapsible regions
- Building data-entry shortcuts with Auto-fill
- Displaying unique items from large lists