

## Two day course - Basic Excel Skills for Project Finance Modellers

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### Course Objectives

This course is aimed at delegates who need to improve their basic Excel skills and develop baseline competence and confidence in the aspects of Excel particularly relevant to the production of project finance models.

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### Course Structure

The two day course is a mixture of theory and practical work.

The course agenda will be split over the two days on a flexible basis allowing the focus of the course to respond flexibly to the interests and abilities of each delegate group.

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### Required Skills

This is a basic Excel course and is for delegates with little or no experience of working with Excel, but otherwise with reasonable PC skills and general familiarity with Windows.

The course is presented in English.

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### Agenda

#### Preparing the Excel environment

*Setting options for calculation, view, cursor behaviour etc.*

*Customising the toolbars*

*Add-ins*

*Setting column widths*

#### Excel formulae

*Thinking about how we use the spreadsheet*

*Entering very simple calculations*

*Entering a single formula*

*Editing formulae*

*Using multiple copies of a formula in tables or across timelines*

*Understanding fixed and relative references*

*Using copy & paste and cut & paste, understanding the difference*

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*two day basic Excel skills course for project finance modelling*

*Using 'paste special'*

*Basic operands and order of evaluation*

Understanding and using some essential Excel functions

*SUM*

*IF, AND, OR*

*MIN & MAX*

*CHOOSE*

*NPV*

*IRR*

Dates

*How Excel handles dates*

*Date formatting*

*The specialised date functions*

Formatting

*row height & column widths*

*font*

*Alignment*

*borders*

*date and number formats*

*text*

*conditional formatting*

*colours*

*inserting rows and columns*

*copying formatting*

*copying without copying formats*

*conditional formatting*

Charts - Creating, changing, formatting....

*Preparing information for charts*

*Using the chart wizard*

*Customising chart format*

*Changing and customising chart type*

*Using drawing tools and text boxes*

*Using Excel charts in Powerpoint and Word*

**Printing**

*page layout*

*page footers/headers*

*print preview*

*page break preview*

*repeated columns/rows*

*set/clear print area*

**Macros**

*what are macros?*

*what can they be used for?*

*recording a simple macro*

*using shortcuts and buttons to run macros*

**Summary**

**Questions and discussion**