

Two day course - Basic Excel Skills for Project Finance Modellers

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.

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.

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.

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

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