



المركز العالمي للتدريب والتطوير  
International Centre For Training & Development



# NEXT GENERATION EXCEL: Advanced Business and Financial Reporting Using Excel



INTERNATIONAL ACCREDITATION ORGANIZATION



UNIVERSITY OF ROCKHAMPTON  
MAKING THE DIFFERENCE



## Course Introduction:

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- Boost Excel reporting expertise in business, finance, and accounting.
- Perform automated reconciliation for speedy weekly and monthly reporting.
- Link their Excel with PowerPoint for dynamic data update.
- Develop dynamic business dashboards and scorecards to assist professionals in measuring performance and enhancing decision making.
- Use advanced report development techniques by linking-up Excel with Access, Web, Text, SQL, Oracle, and other databases.
- Record, Run and Edit Macro to perform repetitive tasks and generate reports.
- Design, prepare and email business and accounting reports in minutes.

## Course Objectives:

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**By the end of the program, participants will be able to:**

- Advance their Excel skills to new heights of business reporting expertise.
- Design efficient business reporting and reconciliation models.
- Design, prepare, and email business and accounting reports in minutes.
- Develop dynamic business dashboards and scorecards to assist professionals in measuring performance and enhance decision making.
- Use advanced report development techniques by linking-up Excel with Access, Web, Text, SQL, Oracle, and other databases.
- Use macros to speed-up their routine and repetitive tasks.

## Who Should Attend?

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General business professionals, professionals using Excel in the day-to-day business, project managers, business managers, research professionals, financial controllers, accounting managers, financial directors, senior accountants, financial analysts and general ledger and staff from any function who need to learn and apply state-of-the-art reporting techniques to their daily business reporting, reconciliations, and analysis.

## Course Outline:

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### The Advanced Tools

- Dynamic Consolidation and Multiple Consolidation Ranges
- Data Validation
- Multiple Scenario Manager
- Pivot Tables? Advanced
- List, Check, Option, and Spinner Data Modeling

- Advanced Formulas Techniques
- Data Tables

### **Dynamic Data Consolidating**

- How a Model Should Work
- Designing the Input, Process, and Output
- Developing a Forecasted Financial Statement
- Developing Financial Statements Using the GL
- Prepare Vendor and Customer Analysis Reports
- Build Automated Budgeting and Business Models
- Two-Dimensional Data Tables

### **Dash boarding and Scorecards**

- The Ultimate Business Reporting Tool
- Creating your Flash Management
- Updating your Dashboard in One Click
- Using Dynamic Labeling and Dynamic Graphing
- Designing and Building Scorecards

### **Advanced Report Development**

- Working with External Data Sources
- Connecting to Text and Importing from Delimited Files
- Managing External Data Sources
- Connecting to Access Database
- Connecting with SQL Databases
- Connecting to Web Data Sources
- Creating a Data Source for Online Analytical Processing? OLAP
- Building Report Solutions

### **Macro-Charged Modeling and Reporting**

- The Rules of Macro Recording and Editing
- Building Navigation Buttons for your Model
- Adding and Configuring Controls
- Working with LOOP, IF, MsgBox, and Input Dialogue Box
- Building the One-Stop-Shop for your Daily Tasks and Activities
- Automating the Process of Performing Daily Tasks

### **Putting you to the Test!**

- Using Learned Objectives to Plan, Design, and Implement a Complete Business Model

## Course Certificate:

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**International Center for Training & Development (ICTD)** will award an internationally recognized certificate(s) for each delegate on completion of training.

## Course Methodology:

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**A variety of methodologies will be used during the course that includes:**

- (30%) Based on Case Studies
- (30%) Techniques
- (30%) Role Play
- (10%) Concepts
- Pre-test and Post-test
- Variety of Learning Methods
- Lectures
- Case Studies and Self Questionnaires
- Group Work
- Discussion
- Presentation

## Course Fees:

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**To be advised as per the course location.** This rate includes participant's manual, and-Outs, buffet lunch, coffee/tea on arrival, morning & afternoon of each day.

## Course Timings:

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**Daily Course Timings:**

08:00 - 08:20	Morning Coffee / Tea
08:20 - 10:00	First Session
10:00 - 10:20	Coffee / Tea / Snacks
10:20 - 12:20	Second Session
12:20 - 13:30	Lunch Break & Prayer Break
13:30 - 15:00	Last Session