

# EXCEL BUSINESS MODELING

# WORKSHOP



## WORKSHOP INFO



- TRAINING:** 10 HOURS: 8 LIVE VIRTUAL + 2 RECORDED
- DATES & TIME:** FRI. & SAT. 29 & 30 SEP. | 11 AM – 3 PM ET (USA)
- CERTIFICATION:** CERTIFICATE OF ATTENDANCE + 10 CPE (EACH)
- DISCOUNTED FEES:** \$210 IF REGISTERED BEFORE SEP. 26  
*FULL FEES \$525*
- BUNDLED FEES:** \$399 IF BUNDLED WITH: EXCEL DATA ANALYTICS (AI + BI)  
*FULL FEES \$1,160*
- REGISTER:** [HTTPS://BCERTIFIEDPRO.COM/ENROLL/](https://bcertifiedpro.com/enroll/)

## EXCEL YOUR SKILLS - OBJECTIVES



EXCEL ALLOWS USERS TO ORGANIZE AND ANALYZE LARGE AMOUNTS OF DATA, CREATE VISUALIZATIONS AND REPORTS, AND COMMUNICATE INSIGHTS EFFECTIVELY.

- *ACHIEVE TASKS ON HAND BY SAVING 82% OF THE TIME IT TAKES USING OTHER METHODS.*
- *CREATE PRESENTABLE REPORT & SHED LIGHT ON RED FLAGS.*
- *BREAK DOWN LARGE SETS OF DATA INTO SUMMARIZED REPORTS.*
- *MANAGE AND INTERPRET COMPLEX SETS OF DATA.*
- *GAIN A COMPETITIVE ADVANTAGE BY LEARNING NEW MARKET TRENDS*

## WHO SHOULD ATTEND



- EXECUTIVE LEVEL: CEO, CFO, COO, ETC.
- ANALYTICAL MANAGERS SUCH AS FINANCE, ACCOUNTING, BUDGET, ETC.
- DEPARTMENT KEY EMPLOYEES THAT REQUIRE TO ANALYZE OR PRESENT LARGE SETS OF DATA.
- DATA ANALYSTS AND ADVISORS.
- ENTRY-LEVEL EMPLOYEES WITH EXCEL TASKS.

## PROFESSIONAL COACH



GABY LAHOUD, CFA, CMA, CSCA, PMP, MBA

20+ YEARS OF EXPERIENCE IN BUSINESS. 15+ YEARS OF EXPERIENCE IN TRAINING & COACHING. FOUNDER OF B CERTIFIED PRO LLC & SERENITY ADVISORS LLC. SERVED ON MULTIPLE GLOBAL BOARDS. EXPERT IN FINANCIAL MODELING AND STRATEGIC DECISIONS. PROFESSIONAL INSTRUCTOR OF THE CMA, CFA, AND PMP CERTIFICATIONS.



# DELIVERABLES

10 HOURS OF LIVE TRAINING WITH A FIELD EXPERT  
PRACTICING WITH A REAL CASE STUDY.  
CERTIFICATE OF COMPLETION – 10 CPES  
MARKET STUDY MODELING  
PRESENTATION SKILLS  
ANALYTICAL SKILLS  
SHORTCUTS  
FORMULA BUILDING  
DATA MANIPULATION  
GEOGRAPHY & MAPS  
CHARTS & DESIGN SKILLS  
AND MUCH MORE ...

## WORKSHOP TOPICS COVERED

### DATA & EDITING

- Remove Duplicates
- Data Validation: Drop Down
- Data Validation: Input Message, Error Alert
- Data Validation: Circle Invalid Data
- Text to Columns: Delimited & Fixed Width
- Hyperlink and related options
- Grouping & Ungrouping

### FORMULAS

- Sum, Autosum, Average, Count, Counta
- If, And, Or
- Sumif, Averageif, Countif
- Dsum, Dcount, Daverage, Dmin, Dmax
- Xlookup, Vlookup, Hlookup
- Index & Match
- Concatenate, & option, Flash Fill

### NAME MANAGER

- Create a Name Manager
- Build a formula within an identified Name
- Define Name
- Use in Formula
- Edit & Delete Name Manager

### GEOGRAPHY & MAPS

- Geography Feature with extended analytics
- Building Maps based on criteria: sales, cost, transactions, etc.
- Building a Global Map vs Regional Map
- Creating a Dashboard

### CONDITIONAL FORMATTING

- Rules: Create, Delete, Add, Edit
- Highlight Cells Rules, Top/Bottom Rules
- Data Bars, Color Scales, Icon Set
- Format Cells based on Values, that Contain...,
- Format only Unique and Duplicate
- Format using a Formula
- Test with Conditional Format

### FORMAT CELLS

- Format Painter
- Fonts & Fill
- Alignment & Border
- Wrap Text, Merge & Center
- Number: Currency, Accounting, Percentage, Date, etc.
- Paste Special: Link, Values, Formulas, Picture, etc.
- Custom Formatting
- Special Formatting

### CHARTS & DESIGN

- 2 & 3-D Column Charts
- 2 & 3-D Bar Charts
- 2 & 3-D Line Charts
- 2 & 3-D Pie Charts
- Treemap Chart
- Histogram Chart
- Waterfall Chart
- Combo Charts
- Chart Design Editing
- Design Manipulation
- Adding Chart Elements
- Quick Layout

