

EXCEL BUSINESS MODELING

WORKSHOP



WORKSHOP INFO



- TRAINING:** 10 HOURS: 8 LIVE VIRTUAL + 2 RECORDED
- DATES & TIME:** FRI. & SAT. 19 & 20 APR. | 11 AM – 3 PM ET (USA)
- CERTIFICATION:** CERTIFICATE OF ATTENDANCE + 10 CPE (EACH)
- DISCOUNTED FEES:** \$350 IF REGISTERED BEFORE APR. 16
FULL FEES \$525
- BUNDLED FEES:** \$599 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

