



Basic MS Excel Modelling Training for Professionals

3-DAYS 9:00 - 17:00 + OPTIONAL ASSESSMENT

Course Overview

Are you a professional or do you have professionals whose work involves the use of spreadsheets?

Do you want to enhance your knowledge of MS Excel to improve your workplace efficiency including but not limited to: monitoring financial performance, financial modelling, risk modelling, forecasting, reporting, data analytics and visualization?

Our MS Excel Modelling Training for Professionals is a three-day training which has been customised to enhance participant's knowledge about the features, the versatility and power of excel spreadsheets. The training is designed for professionals, working spreadsheets. This training is also be a bridge and requisite to advanced VBA-macro programming.

The unique structure of the training combines lecture, discussion and iterative sessions, with an optional assessment at the end of each session. Class numbers are limited to 10 to 12 attendees, allowing significant one-on-one time between facilitators and participants. The total training is mainly based on practical or real life MS Excel examples.

In delivering the training, we will use various instructional modes, such as:

- Facilitator-led structured discussions, and practical applications directed at real-life cases;
- Practical learner-centred approach with emphasis on transfer of learning to participants; and
- Case studies and mini quizzes.

Course Coordinator:



Thierry Mbimi
Partner & Head
Financial Risk Management
Risk Consulting
KPMG Nigeria

Thierry is an ex-investment banker and derivatives trader with in depth in-house and consulting experience. After 23 years overseas (France and Australia), Thierry brings a wealth of experience from working with a variety of analytical problems in the financial market including:

- Building and validation of more than 120 different derivatives financial instruments
- Development of new and innovative deal structures for syndication and securitization
- Building of suites of trading tools including calibrations, blotters, volatility surfaces, optimization engines
- Building of suites of treasury tools including ALM, EVE, IRRBB, ICAAP, ILAAP
- Building and validation of suites of quantitative risk management models (market, credit, operational etc...)
- Development, automation and validation of High Frequency trading algorithms
- Building of different HR, Finance, compliance tools and dashboards

Target Participants

Dealers, Risk managers, Analysts, Portfolio and Investment Managers, Fund Managers, Structured Finance Staff, Finance Staff, Accountants, Human Resource Personnel, Marketing Team and others who desire to enhance their MS Excel skills

Course Duration and Fee

This course is scheduled to run for three (3) working days. The fee for the training is ₦250,000 per participant (exclusive of VAT); and covers tuition, course materials, lunch and refreshments. We offer group discount of 5% for 3 to 4 participants, and 10% discount for 5 or more participants.

Dates:

Stream 1: 18th – 20th July 2017
Stream 2: 15th – 17th Aug 2017
Stream 3: 19th – 21st Sept 2017

Venue:

KPMG Tower,
Bishop Aboyade Cole Street,
Victoria Island, Lagos State

Time:

9:00am to 5:00pm daily

For nominations and further enquiries, please contact;

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Course Outline

Day 1 - Session 1



Introduction to Excel

- Introduction to Excel which includes understanding Excel Sheet, Ribbons, and Dialog boxes.
- Entering and Editing Worksheet Data
- Cells and Ranges which includes comments to cells.

Day 1 - Session 2



Using and Creating Templates and Tables

- Introduction to data tables
- Using predefined standard Excel template
- Creating standard Excel template for repeated use
- Introduction to formulas and functions which includes mathematical operators

Day 2 - Session 3



Data Validation in MS Excel

- Lookup formulas
- Data Validation which includes validation criteria, and data validation formulas.
- Excel and the Internet which including hyperlinks, and web queries.

Day 2 - Session 4



Formulas and Functions

- Working with Dates and Times which explains how excel handle date and time and date and time related functions.
- Performing count and sum operations using defined formulas and functions.

Day 3 – Session 5



Pivot Tables and What-If Analysis

- Importing from a file which includes spreadsheet file format, database file format, HTML file format, XML file format and so on.
- Pivot Tables and Chart
- Performing Spreadsheet What-if analysis

Day 3 – Session 6



Assessment

- Optional

Participant Outcomes

- By the end of this training, participants are expected to have a good working knowledge of Excel
- Participants will be able to use some predefined formulas and functions to do mathematical or financial calculations
- Participants will learn how to create and streamline spreadsheets in a user friendly format.
- Participants should be able to analyze data using charts, graphs and relationship table

Training Registration Form

Name of client/Nominating Officer: _____

Position: _____

Phone Number: _____

Address: _____

Nominations

S/N	Title	First name	Surname	Dept/ Position	Telephone	E-mail
1.						
2.						
3.						
4.						
5.						
6.						
7.						
8.						

Terms and Conditions

Submission of this registration form will be taken as confirmation of nomination(s). Payments should be made by cheque or bank draft in favour of KPMG Advisory Services. This form and evidence of payment must be forwarded to us not later than 2 weeks before the course date.

"The information contained herein and that which will be delivered during the course are of a general nature and are not intended to address the circumstances of any particular individual or entity. Although we endeavour to provide accurate and timely information, there can be no guarantee that such information is accurate as of the date it is received or that it will continue to be accurate in the future. No one should act on such information without appropriate professional advice after a thorough examination of the particular situation."

"KPMG and its personnel will protect any personal data entrusted to us through the completion of this form in a way that respects the privacy of the individual or entity completing the form"