



GILSAM CONSULTING LIMITED

GILSAM CONSULTING LIMITED
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OBJECTIVES OF THE TRAINING

The objective of this training is to strengthen the technical capacity of staff in data analysis and Financial Reporting techniques using Microsoft Excel.

This is practically based on Excel formulas applied in the accounting and finance industry, after this, you will be able to:

1. Reconciled Bank with Excel formulas
2. Reconciled VAT on Itax and Ledger

3. Develop a stock management system.
4. Develop payroll, PAYE, CSV, P10, P9
5. General Automation of Excel workbook
6. Free Excel templates on the same

LEVEL I

Advanced Excel Shortcuts

- Extensive exercise on Excel shortcuts
- Doing away with the mouse
- Mastering the shortcut window
- General understanding of Microsoft Excel.
- Cell formatting
- Conditional formatting

Data Presentation with charts

- Types of charts and their specific uses.
- Sorting and Filtering data
- Sort data as per value, color, icons
- Filter based on Font/Cell Color
- Advanced filter criteria
- Sub totaling.
- Understanding References
- Relative, Absolute & Mixed reference
- Referencing different workbook
- Utilizing Dynamic Named Ranges for writing formulae

Manipulating Dates

- Dates formats
- Extracting Day, Month, or Year from a date value.
- Extracting Day, Month, or Year from a date value using TEXT Formula.
- Extracting the end month from a date value.

LEVEL II

Advanced Excel Formulas

- Logical Functions
- Ifs and Nested Ifs Statement
- If, AND, OR function.
- Error handling using IFERROR.
- Text Formulas
- CONCATENATE
- FIND V/S SEARCH

- LEFT, RIGHT, MID, TRIM
- UPPER, PROPER, LOWER
- Lookup Formulas
- VLOOKUP & HLOOKUP
- XLOOKUP
- INDEX & MATCH
- SUMPRODUCT Function.
- SUMIF & SUMIFS

Data Analysis Report with PivotTables & Pivot Charts

- Analyzing and generating reports of large data using PivotTables
- Creating PivotTables, editing and updating changes in PivotTable.
- Using Slicers in Pivot Table
- Creating Pivot Chart

Data Validations and Protection

- Specifying a valid range of values for a cell.
- Specifying a list of valid values for a cell.
- Creating Drop down list.
- Auditing tool.

Financial Analysis and Formulas

Project Appraisal

- Using IRR
- Using NPV
- Using PMT
- Using PV
- Using FV

Loan Modelling

- Modelling instalments.
- Modelling loan balances.
- Making a decision between a flat-rate v/s reducing balance priced loans or Effective interest rates.

Budgeting under Scenarios

- Introduction to planning scenarios; Best Case, Base Case & Worst-Case Scenario.
- Use of Combo Box and CHOOSE function to automate scenario analysis.
- Build a scenario-based budget model.

Introduction to Excel Macros and VBA for Programming

- Introduction to Excel Macros
- Sheet Controls and User Form Controls
- Recording simple macros

QUOTATION

Date

DESCRIPTION	AMOUNT(KSH)
Being training of basic and advanced Excel	5,000.00
Subtotal	5,000.00
16% VAT	0.00
Total	5,000.00

Terms of Payment

The training fee is payable in two instalments:

- 1. First instalment: Ksh. 3,000, due upon enrolment.*
- 2. Second instalment: Ksh. 2,000, payable towards the end of the training.*

All payments should be made via our Pay bill account 4109611. Use your name as the account number.

Our classes

Saturday, Monday & Tuesday

5am-6am Early Morning

8pm-10pm Evenining