



Building Interactive Business Reports

Course Syllabus

This learn, apply and practice four-day instructor-led course is a perfect survival training where tips and tricks are used to help participants fully understand those essential Excel functions and how they can be applied to help them generate those dynamic, interactive and visually stunning reports and charts in a jiffy.

Our training uses a down-to-earth approach, a lighthearted style, and even cartoons and humorous icons to diffuse fears and build confidence. Lighthearted but not lightweight, this course is sure to let you return to your office with a whole new way of preparing your monthly reporting packs. One that is easy to prepare, maintain and can be completed with just a few simple steps. Yet it allows your management and users to easily maneuver from one report to the next, and choose any month, year, reporting currency or region to view the reports and charts. Just by the click of the mouse.

1 hour technical assistance is available after the 4 days course.

Audience

This course is designed for CFOs, Finance Directors, Financial Controllers, Business Controllers, Financial / Business Analysts, Finance managers, Accountants, Bankers, Businessman and Information workers who want to take advantage of Microsoft Excel capabilities and time saving techniques to create dynamic, interactive and impressive management reports, charts and ad-hoc reports effortlessly.

It is designed for those frustrated and hard-working souls who know they are not dumb, but find that the numerous and ever changing request for reports from management are making them working late into the nights. Yet they fully understand that good financial information made available to key decision makers at the right time has a beneficial effect on organisational performance.

At Course Completion

After completing this course, participants will be able to:

- Acquired one of the must-have skills of every accountant. One that is efficient and dynamic and leaving them with more time to collaborate with their CEOs and business owners in making better business decisions to propel the business towards greater growth and excellence;
- Build accurate and interactive business reporting model, one that can interact with the user to give immediate results or updated information based on user request.
- Generate business reports where business health could be assessed and analysed by looking at the visually stunning charts and graphs;
- Develop interactive models for decision making, perform simulations, sensitivity and scenario analysis (best, expected and worst case) for project / investment evaluation;
- Work with macros and VBA that will save you time and make your work easier;
- Use pivot table to generate ad-hoc reports. Users of these pivot tables can easily click on the mouse to get different views, without having to drag and drop the field items.
- Generate impressive boardroom presentations with ease.

Prerequisites

Specifically, you should be an Excel spreadsheet user and already know how to:

- Create workbooks, insert / delete row, column, and worksheets
- Save files, copy and paste, and other basic tasks
- Navigate through a workbook
- Use Excel's menus, toolbars and dialog boxes.

Day 1 - Essential Excel functions.

In-depth knowledge of advanced Excel functions. Use of case study to illustrate how these functions could be combined to provide dynamic mega functions to bring about automation in business reporting, budgeting, decision making and project / investment evaluations.

Some of these formulas on its own are useless. But if we were to combine these formulas, they can become very powerful. A good understanding of these functions is crucial in the building of a functional and dynamic spreadsheet model.

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| <ul style="list-style-type: none">• Viewing Excel Functions• Cell and Range Referencing• Range Name• Lookup & Reference<ul style="list-style-type: none">• Choose• Match• Offset• Vlookup• Hlookup• Index• Indirect• Mathematics<ul style="list-style-type: none">• Sumif• Rounding | <ul style="list-style-type: none">• Date & Time<ul style="list-style-type: none">• Date• Information<ul style="list-style-type: none">• IS• Logic<ul style="list-style-type: none">• IF• And & Or• Text<ul style="list-style-type: none">• Left• Right• Mid• Len• Find• Search• Concatenate & Text• Forms<ul style="list-style-type: none">• Spinner• Scroll Bar• Combo Box• Option Button• Check Box |
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After completing Day 1, participants will be able to:

Fully appreciate the Excel formulas taught and mix and match them into dynamic-formulas to build interactive reports, charts, commentaries, and controlling and decision making models.

Day 2 – Extend on the Excel features learnt on Day 1 into a specific and focused business application – that of building an interactive business reports and charts for boardroom presentation.

- Case study
- Importance of building a well structured workbook;
- Principles of building interactive reports;
- Your role as a model developer;
- Understand the main and sub-components of a spreadsheet solution;
- Compilation of Raw Data;
- Set up control block for the workbook;
- Use of form controls to make reports user friendly;
- Set up interactive reports with multi-variables (year, month, reporting country and KPIs);
- Apply conditional formatting to give visual effect to reports;
- Create dynamic formulas;
- Importance of 12 month moving chart;
- Present financial data on maps or pictures;
- Set up dynamic picture chart, one which permits user to choose what they wish to see on the chart (e.g. revenue, gross margin or operating margin).
- Set up dynamic text box permitting text change in text box;
- Set up interactive commentaries with proper use of thousand separator (,) and currency sign.

After completing Day 2, participants will be able to:

- *Appreciate the importance and usefulness of a well structured worksheet solutions;*
- *Understand the significance of control block in keeping the whole workbook in sync and control;*
- *Get the perfected formula, one that can be easily replicated to the rest of the report;*
- *Present a series of moving numbers or bar chart;*
- *Set up dynamic and interactive reports with dynamic charts and pictures.*

Day 3 - Harness the concepts learnt on Day 2 and provide further practice. Learn how Excel can be used as a powerful presentation tool. One that permits the user to swiftly move from one report to the next with drill down capability to detailed reports.

- Import data from internet;
- Data Consolidation;
- The importance and usefulness of Dates;
- Speaking with charts and maps;
- Create waterfall chart for variance analysis;

- Set up dynamic pie / doughnut chart.
- Get images from the internet;
- Work with pictures to create virtually stunning reports;
- Set up dynamic chart title. Where chart title will change according to the selected variable.
- Working with Macro and VBA
- Prepare automatic cell referencing and tab name in \ documentation;
- Manage range and tab name used in workbook for efficient documentation and control;
- Discovering Excel as a presentation tool;
- Drill down to detailed reports;
- Swift toggling between reports during presentation;
- Preparing your workbook for use by your users.

After completing Day 3, participants will be able to:

- Work with information from internet;
- Set up macro and perform VBA editing;
- Create waterfall chart;
- Prepare dynamic up to date documentation where cell reference and tab names in documentation is automatically updated when the reference worksheet is modified sometime in the future.
- Reach a firm understanding of the steps involved in building a robust and interactive business reports and presentation.

Day 4: Pivot Table and Investment Appraisals / Project Evaluation

Pivot Table

- Introduction to Pivot Table;
- Pivot Table terminology;
- Generate quick reports using Pivot Table;
- Create calculated field and item;
- Create Pivot Table for use by users without Pivot Table knowledge. No drag and drop needed to view different set up.
- Avoid setting up multiple Pivot Tables for user without Pivot Table knowledge;
- Create Pivot Table with just a click of the mouse;
- Synchronize multi Pivot Table.

Investment Appraisals / Project Evaluation

- Investment Appraisals / Project Evaluation using DCF and NPV;
- Handle uncertainty in investment / project evaluation;
- Sensitivity Analysis;
- Scenario Analysis and presentation;
- Working with Macro and VBA for decision making.

After completing Day 4, participants will be able to:

- Create Pivot Table for use by users without Pivot Table knowledge. No drag and drop needed to view different set up.
- Perform investment appraisals using sensitivity and scenario analysis
- Work with macro and VBA for quick scenario presentation.

Past Participant's Experience

"Jasmine is a highly entertaining and knowledgeable instructor. Her teaching style is fun yet informative. Her ability to connect the real-world to the classroom made the class all the more relevant in the business context. A truly, enjoyable, fulfilling, highly recommended class for the professional who wants to bring their Excel skills to the next level. Impress your boss with a click of the mouse! Learn with fun! Join Jasmine's class if you want a fun-filled, high energy class that packs a punch!" – **Jocelyn Cheng**

Seminar details

Date: 15th, 16th, 22nd & 23rd Mar '10

Time: 9:00 a.m. to 6:00 p.m.

Duration: 4 Days

Venue: TBA

Reg Deadline: 6th Mar '10

Normal Fees: S\$1,800 - S\$2,100 subject to 7% GST
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If you are having trouble registering online then you may download and fill out this [REGISTRATION FORM](#) and fax it to (65) 65090292.

Some elements of this course syllabus are subject to change. This syllabus is for informational purposes only.

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