![Global Horizon Training Center logo]

Conference:

Spreadsheet Skills for Planning, Forecasting & Budgeting

2 - 6 March 2025
Cairo (Egypt)
Holiday Inn & Suites Cairo Maadi, an IHG Hotel

Conference:
Spreadsheet Skills for Planning, Forecasting & Budgeting

Conference code: CO8213 From: 2 - 6 March 2025 Venue: Cairo (Egypt) - Holiday Inn & Suites Cairo Maadi, an IHG Hotel
Conference Fees: 3875 Euro

Introduction

Planning, forecasting, and budgeting are essential for business success, and Excel® offers powerful tools to enhance these processes. This course teaches participants how to develop accurate models, perform what-if analyses, and optimize plans efficiently using techniques like goal seek, scenario manager, and solver. Designed for Excel® 03 and 07, the course includes practical demonstrations and templates for hands-on learning. Bring your laptop and gain skills to improve precision, save time, and drive business performance.

Objectives

- Fully understand the various Excel® tools available to perform planning, forecasting & budgeting

- Perform sophisticated what-if scenarios to improve decision making

- Know what Excel® techniques to use in a given situation

- Properly use some of the most advanced spreadsheet techniques

- Know when to take a chance & when not to

- Learn to use & expand a range of Excel® models provided

Process

The training comprises teaching sessions covering each topic area with the theory blended with practical application. Additionally, real-world examples & case studies will be used so that the Delegates will be able to apply these techniques immediately. Delegates will use the provided Excel® templates to apply their new knowledge case studies to reinforce the concepts.

Benefits

- Having Experts in-house to develop advanced decision support models

- Increased productivity of personnel involved in planning, forecasting & budgeting

- Improved performance of plans developed into budgets

- Better ways to plan & measure results of forecasts

- Realizing better options when facing forecasting choices

- Better integration between functional areas leading to better decisions

Results

- Developing an improved understanding of how well prepared Excel® models to benefit the corporate in today's challenging world.

- Really understanding the risks & rewards of various planning decisions

- Being able to calculate the impact of alternative inputs on critical outputs

- Understanding to cost/benefit of every decision

- Enhancing their knowledge with the use of the models in the case studies

- Significantly increasing their Excel® analysis skills

Outlines

Day 1: Introduction to Spreadsheets using Excel

- Worksheet fundamentals

- Using the F4 key for Relative & Absolute cell references

- Expose ALL formulas in a worksheet using the built-in function for faster review

- Naming cells & ranges for quicker, more accurate work

- Freeze panes, columns & rows for easier viewing while scrolling

- Protecting cells & ranges to stabilize models

- Function wizard benefits

- Linking cells from various worksheets to reduce errors

- Secret keyboard shortcuts

- Case study: create, build & protect a reusable template

Day 2: Proper Planning

- Introduction to planning

- What-if analysis

  - scenario analysis techniques

  - sensitivity analysis using spinners & scroll bars

- Economic Order Quantity EOQ

- Build out Data tables to see an entire range of options

- 1-way Data tables

- 2-way Data tables

- Maximizing vs. optimizing techniques

- Utilizing The Goal Seek command to calculate a reverse equation

- Using Solver to calculate optimal product mix, distribution problems & capital budgeting

- Case study & template for using Solver to plan the Optimal product mix

Day 3: Fantastic Forecasting

- What is forecasting?

- Qualitative techniques & their uses

- Quantitative techniques & their uses

    - Smoothing techniques

    - Regression analysis

    - Time series analysis

- Forecasting growth rates for verification

- Internal IGR

- Sustainable SGR

- MIN and MAX functions

- MEDIAN, MODE & AVERAGE functions

- GEOMEAN to calculate Average Growth Rate AGR

- When to use RANK, QUARTILE & PERCENTILE

- Case study & template: Use the GEOMEAN function to calculate your AGR

Day 4: Beyond Budgeting

- What is the budget?

- How to build a simple budget

- Build a Flexible Budget Model

- Build out a complete budget

     ○ Operating budget elements

     ○ Financial budget elements

     ○ Linking them

- What is the Variance Analysis report & why is it important to improve your budget

- Calculating variance analysis to see what must be changed

- Case study & template: Build a complete budget

Day 5: Putting it together - building the comprehensive model

- Build your planning model

- Build your forecasting model

- Build your budgeting model

- Link these together

- Leverage optimization through a capital structure Case study Example

- Bond buybacks Case study Example

Registration form on the Conference:
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