



*Conference:  
Spreadsheet Skills for Planning, Forecasting &  
Budgeting*

*3 - 7 November 2025  
London (UK)  
Landmark Office Space - Oxford Street*

## Conference: Spreadsheet Skills for Planning, Forecasting & Budgeting

Conference code: CO8213 From: 3 - 7 November 2025 Venue: London (UK) - Landmark Office Space - Oxford Street  
Conference Fees: 6000 € 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® 2003 and 2007, 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: Spreadsheet Skills for Planning, Forecasting & Budgeting

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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