

Spreadsheet for Planning, Forecasting & Budgeting (Advanced Excel)

Finance, Accounting, Budgeting
Kuala Lumpur (Malaysia)
17 - 21 Feb 2025

UK Training

PARTNER



Spreadsheet for Planning, Forecasting & Budgeting (Advanced Excel)

Ref: 3318_135604 **Date:** 17 - 21 Feb 2025 **Location:** Kuala Lumpur (Malaysia) **Fees:** 4200 Euro

Introduction

Planning, Forecasting & Budgeting are 3 of the most important functions in business. Performed properly they can lead to exceptional success. Yet many people do not use the tools available to them to their best advantage. In this course, we will leverage the power of Excel to demonstrate how to improve your forecasting, planning, and budgeting. By developing better spreadsheets & models, planning is more accurate, forecasting is more precise & budgeting is more attainable. And the time to develop these is dramatically reduced.

Forecasts, plans, and budgets may be improved through extensive what-if analysis to find key factors for management to monitor. Furthermore, these tools can be easily transferred into business plans which provide the guide to the overall performance of the firm.

Course Objectives of Spreadsheet for Planning, Forecasting & Budgeting Advanced Excel

- 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
- Use the most advanced spreadsheet techniques
- Learn to use & expand a range of Excel models
- Understand the risks & rewards of various planning decisions
- Calculate the impact of alternative inputs on critical outputs
- Understand the cost/benefit of every decision
- Enhance their knowledge with the use of the models in the case studies

Course Outlines of Spreadsheet for Planning, Forecasting & Budgeting Advanced Excel

Day 1

Spreadsheets using Excel

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it. The board is white and black, and the pieces are gold and silver. The text 'UK Training PARTNER' is overlaid on the board.

UK Training
PARTNER

- 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

Day 2

Professional 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

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

Day 4

Proper Budgeting

A graphic of a chessboard with several chess pieces (a king, a queen, a rook, and a knight) on it, set against a background of concentric circles. The text 'UK Training PARTNER' is overlaid on the right side of the board.

UK Training
PARTNER

- 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

Day 5

Building The Comprehensive Model Workshop

- Build your planning model
- Build your forecasting model
- Build your budgeting model
- Link these together

UK Training
PARTNER



Blackbird training cities

Accra1 (Ghana)

Amman (Jordan)

Amsterdam (Netherlands)

Annecy (France)

Baku (Azerbaijan)

Bali (Indonesia)

Bangkok (Thailand)

Bangkok (Thailand)

Barcelona (Spain)

Batumi (Georgia)

Beijing (China)

Beirut (Lebanon)

Berlin (Germany)

Birmingham (UK)

Bordeaux (France)

Boston,Massachusetts (USA)

Brussels (Belgium)

Cairo (Egypt)

Cape Town (South Africa)

Casablanca (Morocco)

Cascais (Portugal)

Copenhagen (Denmark)

Doha (Qatar)

Dubai (UAE)

Düsseldorf (Germany)

UK Traininig
PARTNER



Blackbird Training Category



Human Resources



Audit & Quality Assurance



Finance, Accounting, Budgeting



Marketing, Sales, Customer Service



Secretary & Admin



Law and Contract Management



Project Management



IT & IT Engineering



Supply Chain & Logistics



Management & Leadership



Professional Skills



Oil & Gas Engineering



Health & Safety



Telecom Engineering



Hospital Management



Customs & Safety



Aviation



C-Suite Training



Agile and Refinement



Blackbird training Clients



UK Training
PARTNER



BLACKBIRD
FOR TRAINING

LONDON TRAINING PROVIDER



www.blackbird-training.com



training@blackbird-training.com



+44 7480 775526 / +44 7401 177335