



## Get more out of Excel!

Best-practice training in data analysis,  
planning and business modelling



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# Excel is everywhere, but is often not used efficiently

## Excel...

- is used in many company departments, not just in accounting and finance
- provides great functionality to complete tasks more efficiently and flexibly
- data is readily available as an output from many IT systems

## But Excel can often be...

- used inefficiently
- too complex to be self-explanatory
- error-prone when used incorrectly

## Our best-practice training can help you...

- + carry out work more effectively and efficiently
- + save work by speeding up tasks
- + focus on providing valuable support for your business
- + avoid costly mistakes



# We offer a variety of workshops to meet your needs

Our workshops are for users at various levels, and each one has a different business focus

1. Excel Basics	2. Data preparation and analysis	3. Planning and calculations	4. Business modelling intermediate	5. Business modelling advanced
Learn Excel basics incl. basic data entry and formulas, formatting and navigation	Bring together data from various sources, and analyse it to produce useful outputs	Calculate planned sales based upon provided data and assumptions, produce useful outputs incl. pivot tables	Produce a flexible cash flow using more complicated functions and produce useful outputs	Plan, develop and use a financial model with value drivers and integrated financial statements (P&L, balance sheet and cashflow)

- All workshops are based on realistic tasks and case studies and combine teaching Excel skills with improving business acumen
  - Participants learn best-practice methods and suitable functions to develop their Excel workbooks
  - Participants also learn valuable tips and tricks along the way
  - All participants receive one or more useful handouts such as a one-page summary of the best shortcuts to use in their daily tasks
  - Workshops can be delivered on-site or virtual
  - Additional courses customised to your needs are available e.g., dynamic arrays, macros, Power Query and Power BI
- + All training is designed to meet your business needs and the training needs of participants**



# 1. Excel basics

Level: Beginner	
Target audience	Users with no or minimal prior Excel knowledge
Prerequisites	None
Learning objectives: Having completed the workshop participants will be able to...	<ul style="list-style-type: none"><li>• Set up a basic spreadsheet</li><li>• Efficiently enter data and formulas</li><li>• Use basic functions (basic arithmetic operations, SUM, IF, simple VLOOKUP)</li><li>• Format cells (fonts, colours, backgrounds, borders etc.)</li><li>• Efficiently navigate within workbooks</li></ul>
Format	<p>½ day (3 hours + breaks)</p> <p>Virtual or on-site</p> <p>Individual exercises and mini analysis, completed step-by-step with instructors</p>
Handouts	The best Excel shortcuts organised by topic helps participants work more efficiently

## 2. Data preparation and analysis

Level: Intermediate	
Target audience	Users with some Excel knowledge looking to expand their skills in data analysis e.g., to perform regular or ad-hoc analysis more efficiently and effectively
Prerequisites	Basic Excel knowledge (e.g., formatting, arithmetic operations, basic lookups)
Learning objectives: Having completed the workshop participants will be able to...	<ul style="list-style-type: none"><li>• Specify analysis goal and define data needs</li><li>• Import data from different sources and formats in Excel</li><li>• Cleanse and prepare data for analysis (e.g., text functions, flash fill)</li><li>• Use various techniques to combine and structure data (e.g., filters, lookups VLOOKUP, INDEX/MATCH, SUMIFS)</li><li>• Create useful outputs: graphs, tables and pivot tables</li></ul>
Format	<p>½ day (3 hours + breaks)</p> <p>Virtual or on-site</p> <p>Case study: revenue analysis, completed step-by-step with instructors</p>
Handouts	<ul style="list-style-type: none"><li>• The best Excel shortcuts organised by topic helps participants work more efficiently</li><li>• Modelling golden rules</li></ul>

# 3. Planning and calculations

Level: Intermediate	
Target audience	Users with some Excel knowledge looking to expand their skills in Excel calculations e.g., to create intermediate-level planning models
Prerequisites	Basic Excel knowledge (e.g., formatting, arithmetic operations, basic lookups)
Learning objectives: Having completed the workshop participants will be able to...	<ul style="list-style-type: none"><li>• Specify planning goal and define the inputs and outputs for a basic planning model</li><li>• Follow financial modeling best practice (e.g., clearly marked inputs, data validation, checks)</li><li>• Develop intermediate-level, flexible Excel formulas incl. \$-fixing, complex IFs, date functions</li><li>• Create useful outputs: complex graphs, sparklines, pivot tables with slicers</li><li>• Use tips and tricks (e.g., print set-up)</li></ul>
Format	<p>½ day (3 hours + breaks)</p> <p>Virtual or on-site</p> <p>Case study: rent income analysis and planning, completed step-by-step with instructors</p>
Handouts	<ul style="list-style-type: none"><li>• The best Excel shortcuts organised by topic helps participants work more efficiently</li><li>• Modelling golden rules</li></ul>

## 4. Business modelling – intermediate (1-way model)

Level: Intermediate	
Target audience	Users with solid Excel knowledge looking to expand their skills in Excel calculations e.g., to create a flexible planning tool combining various inputs
Prerequisites	Solid Excel knowledge (e.g., lookup formulas, formatting, basic visualisations)
Learning objectives: Having completed the workshop participants will be able to...	<ul style="list-style-type: none"><li>• Explain types of cash flow</li><li>• Define the inputs and expected outputs for a liquidity cash flow planning model</li><li>• Build flexible Excel formulas that can be reused across a model</li><li>• Create visualisations for cash flows</li><li>• Use advanced date formulas</li></ul>
Format	<p>½ day (3 hours + breaks)</p> <p>Virtual or on-site</p> <p>Case study: cash flow planning tool, completed step-by-step with instructors</p>
Handouts	<ul style="list-style-type: none"><li>• The best Excel shortcuts organised by topic helps participants work more efficiently</li><li>• Modelling golden rules</li></ul>

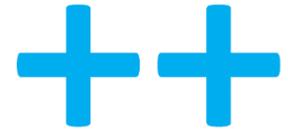
## 5. Business modelling – advanced (3-way model)

Level: Advanced	
Target audience	Users with proficient Excel knowledge looking to further expand their modelling skills to create a dynamic, 3-way planning model
Prerequisites	Advanced Excel knowledge (proficient use of all standard formulas)
Learning objectives: Having completed the workshop participants will be able to...	<ul style="list-style-type: none"><li>• Understand financial modelling fundamentals – best practice, model structure, efficient set up</li><li>• Structure necessary data (inputs)</li><li>• Understand and develop value drivers (calculations)</li><li>• Model cash and debt – interest, cash sweep, avoid circular references (calculations)</li><li>• Develop integrated 3-way financial statements – P&amp;L, balance sheet and cash flow (outputs)</li><li>• Perform integrity and error checking – individual and master checks, error correction (usage)</li><li>• Optional – Valuation: Understand fundamental concepts and methods, perform a DCF valuation with sensitivity analysis and present results</li></ul>
Format	2 days (12 hours + breaks) Virtual or on-site Case study: 3-way financial model, completed step-by-step with instructors
Handouts	<ul style="list-style-type: none"><li>• The best Excel shortcuts organised by topic helps participants work more efficiently</li><li>• Modelling golden rules</li><li>• Recommended value drivers for key financial statement positions</li></ul>

## 6. Customised and individual training

Level: Any level chosen	
Target audience	As per your requirements
Prerequisites	Depends on your requirements
Learning objectives: Having completed the workshop participants will be able to...	<p>(Examples)</p> <ul style="list-style-type: none"><li>• Effectively use advanced functions (formulas) and functionality (ribbon tools) such as dynamic array formulas, data tables</li><li>• Develop and test simple macros (VBA) to automate tasks</li><li>• Work with large data volumes or complex data using Power Query/Power Pivot (in Excel) or Power BI (separate to Excel)</li><li>• Optimise tools and models already in use (we will familiarise ourselves with these beforehand)</li></ul>
Format	<p>To be decided, based upon scope and requirements</p> <p>Virtual or on-site</p> <p>Case study or other customised learning content</p>
Handouts (examples)	<ul style="list-style-type: none"><li>• The best Excel shortcuts organised by topic helps participants work more efficiently</li><li>• VBA snippets – ready to use code for commonly performed tasks</li></ul>

# Training from Knott Consulting has many benefits



- + **Relevant:** we discuss your requirements and agree on a suitable training plan to meet both your business needs and the training needs of your participants
- + **Effective:** participants learn hands-on using realistic, practical case studies
- + **Best practice:** we cover essential theory and give practical tricks and tips for effective, reliable working
- + **Lasting:** participants learn independently on the basis of our targeted tasks and case studies with our guidance and support to help ensure a lasting learn effect
- + **Enjoyable:** our experienced trainers really enjoy using Excel and are highly motivated to make the training not only effective but also enjoyable 😊😊😊

## Feedback from previous trainings:

*“You gave us an interesting insight into the subject. Many aspects will be of great help to our modelling project. You have left a good impression for a potential further cooperation.”*

VP Structured Finance, German commercial bank

*“Thank you very much for the great Excel training. I was able to take away many new tips and tricks that will facilitate my daily work.”*

Participant and Manager, Real Estate Company

# We look forward to hearing from you...



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