

SEMINAR – DATA MANIPULATION WITH EXCEL FOR PRODUCTION ACCOUNTANTS – PART 1

The Marquee Group, Canada’s leading provider of financial modeling training programs, is pleased to offer its Data Manipulation with Excel for Production Accountants seminar to CAPPA.

This one day seminar combines interactive discussions with hands-on Excel computer work. The session is designed to provide participants with the Excel skills that are required in a business environment.

Course Benefits:

- ✓ Transforms participants into Excel “Power Users”
- ✓ Allows participants to develop new Excel skills to help automate repetitive and manual tasks
- ✓ Learn numerous other Excel tips, tricks and keyboard shortcuts to further increase efficiency
- ✓ Individualized attention from instructors
- ✓ Experienced instructors are seasoned financial professionals

About The Marquee Group

Established in 2002, The Marquee Group specializes in providing current and aspiring financial professionals the tools they need to master the most important areas of financial modeling and analysis.

Marquee has provided instructor-led training seminars to thousands of professionals and students in Canada, the United States, the United Kingdom, Mexico, Australia and China.

For several years, The Marquee Group has conducted the annual training programs at numerous banks, pension funds and business schools.

Program Agenda

Overview

- The ability to effectively analyze large quantities of data is a fundamental requirement in most corporate jobs. This course has been designed specifically to prepare participants for the rigor and expectations of manipulating and synthesizing data in a business environment
- Assignments, handouts and examples will be used throughout the session
- Participants should have a strong working knowledge of Excel prior to taking this course

Learning Topics

- Use numerous built-in Excel functions to interpret and manipulate data
- Use various filters in conjunction with specific arithmetic functions to summarize large volumes of data
- Use Lookup functions to efficiently extract information
- Create nested formulas to expand a functions’ flexibility
- Incorporate widely used financial and arithmetic functions
- Use powerful Text functions to manipulate non-numeric variables
- Use logical functions to create complex formulas
- Become proficient with Pivot Tables to quickly analyze and format large quantities of data
- Learn to use many valuable keyboard shortcuts

Program Details

Date: Wednesday, March 20, 2019

Time: 8:30 am – 4:00 pm

Location: University of Calgary, Downtown Campus, 906 – 8th Ave. SW, Calgary, AB

For further information or to register, please contact CAPPA at 403-265-1533



SEMINAR – DATA MANIPULATION WITH EXCEL FOR PRODUCTION ACCOUNTANTS – PART 2

The Marquee Group, Canada’s leading provider of financial modeling training programs, is pleased to offer its Data Manipulation with Excel for Production Accountants seminar to CAPPA.

This one day seminar combines interactive discussions with hands-on Excel computer work. The session is designed to provide participants with the Excel skills that are required in a business environment.

Course Benefits:

- ✓ Transforms participants into Excel “Power Users”
- ✓ Allows participants to develop new Excel skills to help automate repetitive and manual tasks
- ✓ Learn numerous other Excel tips, tricks and keyboard shortcuts to further increase efficiency
- ✓ Individualized attention from instructors
- ✓ Experienced instructors are seasoned financial professionals

About The Marquee Group

Established in 2002, The Marquee Group specializes in providing current and aspiring financial professionals the tools they need to master the most important areas of financial modeling and analysis.

Marquee has provided instructor-led training seminars to thousands of professionals and students in Canada, the United States, the United Kingdom, Mexico, Australia and China.

For several years, The Marquee Group has conducted the annual training programs at numerous banks, pension funds and business schools.

Program Agenda	
Overview	
<ul style="list-style-type: none"> • This Advanced Excel session has been designed to build on the skills that were taught at CAPPA in <i>Data Manipulation with Excel for Production Accountants – Part 1</i> on March 20 • Assignments, handouts and examples will be used throughout the session • Participants should have a strong working knowledge of Excel prior to taking this course 	
Learning Topics	
<ul style="list-style-type: none"> • This session covers advanced level Excel topics that are required to manage and analyze data • Use Excel’s Database functions, some of the most underutilized tools in Excel • Use some of Excel’s more advanced Lookup functions, including the INDEX function, and learn helpful applications for their use • Discuss the rationale for using Static Names when building formulas • Learn to create Dynamic Named Ranges, one of the most powerful concepts in Excel which allows users to automatically update graphs, Lookup functions and Pivot Tables • Use advanced conditional formatting tools to enhance the caliber of analytical output • Review Excel’s security features, including some lesser-known techniques to protect a spreadsheet • Use Excel’s Data Validation tool to restrict a cell’s contents • Learn to use many valuable keyboard shortcuts 	
Program Details	
Date:	Thursday, March 21, 2019
Time:	8:30 am – 4:00 pm
Location:	University of Calgary, Downtown Campus, 906 – 8th Ave. SW, Calgary, AB
For further information or to register, please contact CAPPA at 403-265-1533	

