



Course Curriculum

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Welcome! Course Introduction

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Lecture	Lecture Title
1.	What Does the Course Cover?
2.	Everything We Will Learn Has a Practical Application
3.	The Best Way to Take This Course
4.	Download all course materials

Degree of difficulty:



What you will learn:

- What is inside the course
- How to take the course
- How to download all course materials
- How to calculate a complete loan schedule

-- > **How to take the course**

Excel – Quick Introduction

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Lecture	Lecture Title
5.	Microsoft Excel: The World's #1 Software for the Office
6.	Excel Made Easy: A Beginner's Guide to Excel Spreadsheets
7.	Data Entry Techniques in Excel
8.	How to Make Your Spreadsheets Look Professional
9.	Inserting, Deleting, and Modifying Rows & Columns
10.	Excel Formulas for Beginners
11.	A Beginner's Introduction to Excel Functions
12.	Work Efficiently by Using Cut, Copy, and Paste
13.	Pasting Values, Formulas and Formats with Paste Special

Degree of difficulty:



What you will learn:

- Understand why you need Microsoft Excel when working as a financial analyst
- Learn about the Excel interface
- How to perform data entry in Excel
- How to format sheets professionally
- How to work with Excel rows and columns
- How to create an Excel formula
- How to create an Excel function
- How to Cut, Copy, and Paste cells
- How to use Paste and Paste special

-- > **Excel Basics**

Excel – Useful Tools

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Lecture	Lecture Title
14.	Inserting a Line Break with Alt + Enter
15.	Do More with Your Sales Data with Excel's Text to Columns Feature
16.	Create Easily Printable Excel Documents
17.	How to Wrap Text in Excel and Adjust a Cell's Size
18.	Insert Hyperlinks in Excel Spreadsheets
19.	Using Excel's Freeze Panes to Handle Large Datasets
20.	Find Excel Functionalities in a Quicker Way - Tell Me What You Want to Do
21.	A Quick Introduction to Excel's Pivot Tables

Degree of difficulty:



What you will learn:

- How to insert a line break in Excel cells
- How to separate the contents of one Excel cell into separate columns
- How to prepare Excel files for printing
- How to wrap text into a cell
- How to insert hyperlinks
- How to freeze the title row of your Excel table
- How to use the “Tell me what you want to do” functionality
- How to create a Pivot table

-- > **Excel Basics**

Excel – Best Practices

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Lecture	Lecture Title
22.	Initial Formatting Is Key for Creating Professional - Looking Spreadsheets
23.	Macros Are a Great Timesaver! Here's Why.
24.	The Secret to Faster Scrolling in Excel
25.	Using Absolute and Relative Cell References
26.	Find and Select Cells That Meet Specific Conditions
27.	How to Create Dynamic Names in Excel Spreadsheets
28.	Using Named Ranges to Make Formulas More Readable
29.	Custom Number Formatting
30.	How to Add a Drop-down List in Excel
31.	Using Custom-sort to Sort Multiple Columns Within a Table
32.	Saving Time in Excel and Doing Everything Faster by Using Excel Shortcuts

Degree of difficulty:



What you will learn:

- How to format your spreadsheets professionally
- How to record macros
- How to scroll fast and be much quicker in Excel
- How to fix cell references and why do it
- How to apply Select Special
- Why dynamic names can be useful when building a model
- How to use named ranges
- How to apply custom formatting
- How to create a drop-down list in Excel and allow the selection from a few options only
- How to apply Custom Sort in order to sort tables according to a specific column
- How to use Excel shortcuts
- Download a comprehensive list with Excel shortcuts

-- > **Intermediate Excel**

Excel - Functions

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Lecture	Lecture Title
33.	Key Excel Functions: Sum, Sumif, Sumifs
34.	Key Excel Functions: Count, Counta, Countif, Countifs
35.	Key Excel Functions: Average & Averageif
36.	Key Excel Functions: Left, Right, Mid, Upper, Lower, Proper, Concatenate, &
37.	Find the Highest and the Lowest Values in a Range: Max & Min
38.	Use Round in Your Financial Models
39.	Excel's Lookup Functions: Vlookup & Hlookup Made Easy
40.	Index, Match, and Their Combination - The Perfect Substitute of Vlookup
41.	Using Excel's Iferror Function to Trap Spreadsheet Errors
42.	Create Flexible Financial Models with Choose
43.	Goal Seek Will Help You Find the Result You Are Looking For
44.	Perform Sensitivity Analysis with Excel's Data Tables Functionality

Degree of difficulty:



What you will learn:

- Master Excel functions
- Learn basic functions like SUM, COUNT, AVERAGE, etc.
- Learn functions with a condition – SUMIF, COUNTIF, AVERAGEIF
- Learn how to work with functions with multiple conditions – SUMIFS and COUNTIFS
- Lookup functions – VLOOKUP, HLOOKUP, INDEX, MATCH, INDEX & MATCH,
- Learn how to work with text functions - LEFT, RIGHT, MID, UPPER, LOWER, PROPER, CONCATENATE, &

-- > **Intermediate Excel**

Excel – Financial Functions

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Lecture	Lecture Title
45.	Discounting cash flows in Microsoft Excel
46.	Calculating Internal Rate of Return (IRR) in Excel
47.	Using the PMT function in order to create a complete loan schedule
48.	Date functions in Excel

Degree of difficulty:



What you will learn:

- Master some of the most important financial functions in Excel

-- > Intermediate Excel

Excel – Build a P&L from scratch

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Lecture	Lecture Title
49.	Understand Your Data Source Before You Start Working on It
50.	Ordering the Source Worksheet
51.	Create a Code: The Best Way to Organize Your Data and Work Efficiently with It
52.	Learn How to Create a Database
53.	Using Lookup Functions (Vlookup) to Fill the Database Sheet
54.	Use Sumif to Complete the Database Sheet
55.	Using Index & Match as a Substitute of Vlookup
56.	Mapping of the Rows in the Database Sheet
57.	Building the Structure of the P&L Sheet
58.	A Practical Example of Professional Formatting in Excel
59.	Populate the P&L Sheet with Sumif
60.	Learn How to Find Mistakes with Countif
61.	Calculating Growth Rates in Excel

Degree of difficulty:



What you will learn:

- Adjust source data
- Use a code to transfer data
- Apply VLOOKUP, SUMIF, and INDEX. MATCH in practice
- Build a P&L statement from scratch
- Check your work for mistakes with COUNTIF
- Calculate growth rates

-- > Intermediate Excel applied in practice

Excel – Building charts

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Lecture	Lecture Title
62.	Introduction to Excel Charts
63.	Beginner's Guide to Inserting Charts in Excel
64.	Modifying Excel Charts - The Easy Way to Do It
65.	Make Your Excel Charts Look Sexier - Proven Tips
66.	Creating a Bridge Chart in Excel 2016 - As Easy as It Gets
67.	New Ways to Visualize Your Data - Treemap Charts
68.	How to Represent Trends with Sparklines

Degree of difficulty:



What you will learn:

- Learn how to create charts in Excel 2016

-- > Intermediate Excel

Excel – Intro to Pivot Tables

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Lecture	Lecture Title
69.	Pivot Tables - Excel's Dynamic and Interactive Tables
70.	Creating a Pivot Table: Choosing Row and Column Parameters
71.	Design the Layout and Format of Your Pivot Tables
72.	Additional Techniques That Will Ease Your Work with Pivot Tables
73.	One of the Most Useful Excel Functions – GetPivotData
74.	Welcome to the Future - Pivot Table Slicers
75.	Introduction to the Course Challenge

Degree of difficulty:



What you will learn:

- Introduction to Excel Pivot Tables
- Learn how to work with GETPIVOTDATA
- Learn how to work with slicers

-- > **Excel Basics and Intermediate Excel**



Course Challenge 1

Excel – Pivot Tables & Slicers

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Lecture	Lecture Title
77.	Introduction to the Case Study
78.	Working with an SAP data extraction
79.	Preliminary mapping of the data extraction
80.	Creating an output structure of the FMCG model
81.	Improving the layout and appearance of the FMCG report
82.	Inserting formulas and automating calculations
83.	Creating a Master Pivot Table: The main data source for the FMCG report
84.	GetPivotData is great! Extracting data from the Master Pivot Table
85.	Combining Slicers and GetPivotData: The key to our success
86.	Getting fancy with Excel slicers - Good-looking Excel slicers
87.	This is how the report can be used in practice by high-level executives

Degree of difficulty:



What you will learn:

- How to create world-class financial reporting using GETPIVOTDATA and slicers
- Automate calculations
- Format slicers

-- > Advanced Excel

Modeling - 3-statement Model (1/3)

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Lecture	Lecture Title
88.	Introduction to the Exercise
89.	Let's create a mapping of financials
90.	Building an output P&L sheet
91.	Filling in the output P&L sheet with historical financials
92.	Calculating percentage variances and applying conditional formatting
93.	Building an output Balance sheet
94.	Using Index, Match, Match to fill in the output Balance sheet
95.	Adding the forecast period

Degree of difficulty:



What you will learn:

- How to map financials
- Build a P&L sheet
- Use historical figures to complete the P&L sheet
- Calculate percentage variances
- Build a Balance Sheet
- Apply INDEX, MATCH, MATCH
- Add a forecast period

-- > **Financial modeling in practice**

Modeling - 3-statement Model (2/3)

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Lecture	Lecture Title
96.	Calculating historical percentage ratios and use Index and Match for scenarios
97.	Building a flexible model with Choose & Match
98.	Building a flexible model with Vlookup & Columns
99.	Calculating historical DSO, DPO, DIO, Other assets %, and Other liabilities %
100.	Forecasting DSO, DPO, DIO, Other assets and Other liabilities

Degree of difficulty:



What you will learn:

- Apply INDEX and MATCH in practice
- Build a flexible financial model with CHOOSE and MATCH
- Build a flexible financial model with VLOOKUP and COLUMNS
- Forecast Balance sheet items

-- > **Financial modeling in practice**

Modeling - 3-statement Model (3/3)

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Lecture	Lecture Title
101.	Building a Fixed asset roll forward
102.	Building a Financial liabilities schedule
103.	Building an Equity schedule
104.	Preparing a Cash flow structure
105.	Calculating Cash flows and completing the model

Degree of difficulty:



What you will learn:

- Build a fixed asset roll forward
- Prepare a financial liabilities schedule
- Prepare an equity schedule
- Build a cash flow statement
- Complete the cash flow statement

-- > **Financial modeling in practice**

Accounting - Introduction

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Lecture	Lecture Title
106.	Accounting: The Science Behind Financial Figures
107.	What is Accounting and Why Do You Need It
108.	The Importance of Bookkeeping - Good Accounting Records Are Essential
109.	An Introduction to Financial Accounting

Degree of difficulty:



What you will learn:

- Why companies need accounting
- What is bookkeeping
- What is the difference between financial and managerial accounting

-- > **Introduction to Accounting**

Accounting – The Three Statements

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Lecture	Lecture Title
110.	The Three Core Financial Statements: P&L, Balance Sheet and Cash Flow
111.	The Key Accounts You Will Find in a P&L
112.	The Main Balance Sheet Items

Degree of difficulty:



What you will learn:

- Which are the three main financial statements
- What you will find in a P&L
- What you will find in a Balance sheet

-- > **Introduction to Accounting**

Accounting – What, When, and How much

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Lecture	Lecture Title
113.	The Revenue Recognition Principle - Why Is it so Important?
114.	The Expense Recognition Principle - When to Recognize Expenses
115.	Historical Cost vs. Fair Value Accounting

Degree of difficulty:



What you will learn:

- Why is it important when a company recognizes revenues and expenses
- What is the difference between historical and fair value accounting

-- > **Introduction to Accounting**

Accounting – Core Principles

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Lecture	Lecture Title
116.	The Accounting Equation and Its Importance
117.	Elements of the Accounting System: General Ledger
118.	T-Accounts: The Best Way to Understand Debits and Credits
119.	P&L T-Accounts
120.	How to Calculate Depreciation Expense
121.	The Double-Entry Principle - The Core Principle of Bookkeeping

Degree of difficulty:



What you will learn:

- The main accounting equation
- What is a general ledger
- How to prepare a T-account
- Why debits and credits are the fundamental pillar of any Accounting system
- How to calculate Depreciation
- What is the double-entry principle

-- > **Intermediate Accounting**

Accounting – Practical Exercise

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Lecture	Lecture Title
122.	Case Study - The Accounting Transactions of a Lemonade Stand (1/4)
123.	Case Study - The Accounting Transactions of a Lemonade Stand (2/4)
124.	Case Study - The Accounting Transactions of a Lemonade Stand (3/4)
125.	Case Study - The Accounting Transactions of a Lemonade Stand (4/4)

Degree of difficulty:



What you will learn:

- How to register accounting transactions in practice

-- > **Intermediate Accounting**

Accounting – Cash Flow Statements

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Lecture	Lecture Title
126.	Calculating Cash Flows - Understand if a business makes or burns cash
127.	The three parts of Cash Flow statements explained
128.	Cash Flow computations - The Direct method
129.	Cash Flow computations - The Indirect method
130.	Calculating Cash Flow in practice: A complete example

Degree of difficulty:



What you will learn:

- How to calculate cash flows
- How to prepare a cash flow statement
- What is the difference between the direct and indirect methods

-- > **Intermediate Accounting**

Accounting – The Importance of Timing

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Lecture	Lecture Title
131.	Timing of Cash Flows and Why It Plays an Important Role for a Business
132.	Timing of Income: Principles of Revenue Recognition
133.	Timing of Expenses: Principles of Cost Recognition
134.	The Four Type of Accruals Arising in Accounting Transactions

**What you will learn:**

- When to recognize revenue
- When to recognize costs
- How to work with accruals

-- > Intermediate Accounting

Financial Statement Analysis (1/2)

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Lecture	Lecture Title
135.	What is a 10-K Report and Why Is It important for Investors?
136.	Finding, Downloading and Going Through the Annual Report of P&G
137.	What is the Role of Auditing Firms and What Are the Benefits of an Audit?
138.	Indispensable Tools for Financial Statement Analysis

Degree of difficulty:



What you will learn:

- Introduction to financial statement analysis
- How to download a company's annual report
- Why auditors are important
- How to perform financial statement analysis

-- > **Introduction to Financial statement analysis**

Financial Statement Analysis (2/2)

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Lecture	Lecture Title
139.	Financial Statement Analysis - A Natural Continuation of Financial Accounting
140.	First Steps in Financial Statement Analysis
141.	Horizontal vs. Vertical Financial Statement Analysis
142.	Calculating Days Payable (DPO), Days Receivable (DSO) and Days Inventory (DIO)
143.	Using Accounting Ratios to Assess Business Performance

Degree of difficulty:



What you will learn:

- Horizontal analysis
- Vertical analysis
- Use accounting ratios

-- > **Introduction to Financial statement analysis**

FSA – Analyzing P&G's Financials

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Lecture	Lecture Title
144.	Case Study - Calculating Ratios and Analyzing P&G's Financials (1/2)
145.	Case Study - Calculating Ratios and Analyzing P&G's Financials (2/2)



Course Challenge 2

Degree of difficulty:



What you will learn:

– Perform financial statement analysis in practice

-- > **Financial statement analysis in practice**

Fundamentals of Financial Analysis

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Lecture	Lecture Title
147.	Fundamentals of Business & Financial Analysis

Degree of difficulty:



What you will learn:

- Why investors invest in companies
- What drives company value
- What are the different positioning strategies
- What factors influence the growth of sales
- How to analyse a company's growth potential
- What factors influence profitability
- How to analyse a company's past performance
- How to perform peer comparison
- Analysing revenues, gross profit, EBITDA, net income, leverage, interest expenses, working capital, operating cash flows, etc.
- Perform SWOT analysis

-- > Fundamentals of financial analysis

Finance 101 – The Time Value of Money

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Lecture	Lecture Title
148.	148. Finance 101: Important Financial Principles That You Will Need
149.	149. Understanding the Time Value of Money
150.	150. Why Interest Rates Play an Important Role in the Economy?
151.	151. The Components Forming Interest Rates in Real Life
152.	152. What Is Libor and What Does It Serve For?
153.	153. The Difference Between Fixed and Variable Interest Rates
154.	What Is Default Risk and How Does a Bank Account For It?
155.	Corporate Loan Specifics

Degree of difficulty:



What you will learn:

- The time value of money
- The importance of interest rates
- Fixed vs. variable interest rates
- How to deal with default risk

-- > **Finance and financial math basics**

Finance 101 – Discounting Cash Flows

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Lecture	Lecture Title
156.	Calculating the Present Value of Future Cash Flows
157.	A Tool That Helps Us Decide Whether a Project Is Feasible: Net Present Value

Degree of difficulty:



What you will learn:

- Calculate the present value of future cash flows
- Calculate net present value

-- > **Finance and financial math basics**

Finance 101 – Loan Calculations

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Lecture	Lecture Title
158.	Using Annuities
159.	Calculating a Complete Loan Schedule



Course Challenge 3

Degree of difficulty:



What you will learn:

- Use annuities
- Calculate a complete loan schedule

-- > Finance and financial math basics

Capital Budgeting – The Theory

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Lecture	Lecture Title
161.	What is Capital Budgeting?
162.	When Do We Use Capital Budgeting?
163.	The Time Value of Money in a Capital Budgeting Setting
164.	Calculating Present and Future Value
165.	Cost of Equity
166.	Project-specific Beta
167.	The Weighted Average Cost of Capital (WACC)
168.	The Different Cash Flow Types in a Capital Budgeting Exercise
169.	Modeling Future Cash Flows

Degree of difficulty:



What you will learn:

- Why companies use capital budgeting
- How to calculate cost of equity
- How to calculate a project-specific beta
- How to calculate the weighted average cost of capital (WACC)
- What are the different cash flow types in capital budgeting
- How to model future cash flows

-- > **Introduction to Capital budgeting**

Capital Budgeting – Case Study

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Lecture	Lecture Title
170.	An introduction to the Case Study
171.	Organizing inputs in the "Drivers" sheet
172.	Modeling expected savings - Building cars in Italy vs. Building cars in Vietnam
173.	Preparing a fixed asset roll forward schedule
174.	Calculating the cash impact of extra working capital required
175.	Debt repayment and interest expenses calculation
176.	The project's P&L sheet
177.	The project's cash flow calculation
178.	Calculating WACC (Weighted Average Cost of Capital)
179.	Estimating cost of equity
180.	Discounting project cash flows
181.	Performing sensitivity analysis and wrapping up the Case Study

Degree of difficulty:



What you will learn:

- How to create a complete capital budgeting exercise from scratch

-- > Capital budgeting in practice

PowerPoint – Quick Introduction

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Lecture	Lecture Title
182.	Microsoft PowerPoint: The Most Popular Presentation Software for the Office
183.	The Structure of the PowerPoint Ribbon
184.	General Considerations About Slide Structure
185.	Learn How to Insert Objects in PowerPoint
186.	Shortcuts Allow Us To Be Much Faster When Working in PowerPoint
187.	Add Frequently Used Buttons to the Quick Access Toolbar
188.	How to Easily Align Objects in PowerPoint
189.	Editing Shapes in Your Presentation - The Format Shape Menu
190.	How to Format Text Boxes in a PowerPoint Presentation
191.	Changing an Object's Size and Learning About Rotation Options
192.	Work Efficiently By Using Slide Masters

Degree of difficulty:



What you will learn:

- Learn how to work with different PowerPoint tools

-- > **PowerPoint basics**

PowerPoint – Tips and Tricks

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Lecture	Lecture Title
193.	Modifying the Beginning and Ending of a Line Object
194.	Join Shapes Together By Using Connector Lines
195.	Group or Ungroup Shapes, Pictures or Other Objects
196.	This is How You Can Fit Text When It Is Larger than a Shape
197.	PowerPoint's Smart Art Feature Offers Great Return for Your Time
198.	Creating Eye-Catching Text Effects in PowerPoint
199.	Practical Exercise - Creating an Organizational Chart

Degree of difficulty:



What you will learn:

- Learn how to work with different PowerPoint tools

-- > **Intermediate PowerPoint**



Course Challenge 4