



BECOME A **CERTIFIED PROFESSIONAL** IN

EXCEL FOR FINANCE

ENROL IN THE SELF-STUDY
PROGRAMME
OPTIONALLY, TAKE EXAM AT
YOUR LOCATION AND DATE

ENROL NOW ►

CONTACT DETAILS

ABLEOWL

AU 02 9496 2330 / 03 8400 4580
NZ 07 854 9276

WWW.ABLEOWL.COM

ADMIN@ABLEOWL.COM

- ◆ **ACQUIRE A LIFETIME SKILL**
- ◆ **BENEFIT IN MANY WAYS**
- ◆ **IMPROVE ENORMOUSLY**
- ◆ **PUT STANDARDS TO WORK AND RELEASE
YOUR CREATIVITY**

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CERTIFIED PROFESSIONAL IN EXCEL FOR FINANCE
(with specialisations in Modelling, Analysis, Dashboards, Macros)

ACQUIRE A LIFETIME SKILL

For Financial Controllers, Management Accountants, CFOs, Finance Managers, Business Analysts, Financial Accountants, Cost Accountants, Data Analysts, Financial Analysts and similar.

BENEFIT IN MANY WAYS

- Prove your ability at a high level in the use of Excel for Finance.
- Get a comprehensive education on all important aspects of Excel that affect your job function.
- Be able to evaluate the quality of subordinates' work.
- Learn skills from experts of 30 years' of spreadsheet experience to advance the productivity and quality of your work many fold.

IMPROVE ENORMOUSLY

You are at a job interview. How do you respond to these questions?

- So you think you are pretty good at Excel?
- How efficient are you? Do you build everything from scratch?
- What do you do to ensure your spreadsheets are error free?
- What conventions do you use to make spreadsheets easy for others to follow?
- What do you know? What's the array formula to check across sheets?

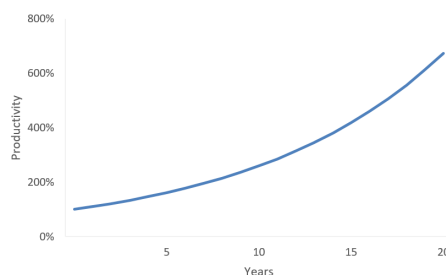
Whatever your current level, you can be many times better.

Perhaps you already are pretty good. How can you prove that?

How much time do you spend working in Excel?

25 hours /week x 40 weeks x 40 years = 40,000 hours
= 50% of your work time

There is a productivity curve that never ends. Are you progressing along it or have you levelled-out?



A 10% IMPROVEMENT PER YEAR FOR 20 YEARS RESULTS IN A 573% GAIN.

Acquire new skills, conventions, standard components, tools and direction. Attain that by studying for the Certified Professional in Excel for Finance exam.

If you are an accountant or analyst, this is for you.

Financial Controller, Management Accountant, Finance Manager, Financial Accountant, Cost Accountant, Business Analyst, Data Analyst, Financial Analyst, Group Accountant, Project Accountant, Systems Accountant, Production Accountant, Corporate Accountant, Fund Accountant, Company Accountant, Commercial Accountant, Finance Director, CFO, Head of Finance, Chief Accountant, Senior Accountant, Business Accountant, Operations Accountant.

If you are a manager, what would it mean to have the department operating to a common, efficient standard?

PUT STANDARDS TO WORK AND RELEASE YOUR CREATIVITY

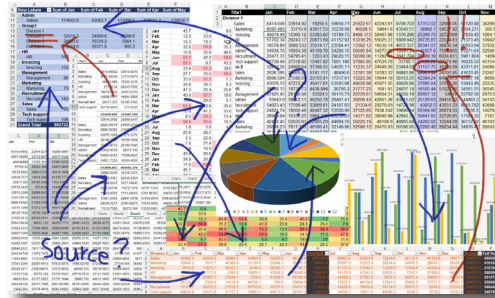
30 years ago spreadsheets revolutionised the computer world, giving power to the people.

Spreadsheets have passed the test of time, but the market is still in its infancy.



There are parallels to the car:

Conventions are lacking



Errors abound.



A	B	C	D
11	22.15	52.5	5
135.54	16.95		16
78.99	25.9	ERROR!	13
18.99	48.1		11
55.99		67.1	15
24.4	48.99		12
	81.99	127.44	20
	58.99	74.94	13
15.95		105.24	15

Put that right. Learn a lifetime skill. Study for the qualification.

PLAY VIDEO



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TAKE THE MAIN PAPER AND ANY OF FOUR OPTIONAL SPECIALITY PAPERS

The main paper covers all aspects of Excel. It covers some topics (formulas and conventions) in depth. For in-depth coverage of other topics, there are the four speciality papers. The speciality papers are optional, but may be in areas you need more depth on. The main paper gives you a high-level qualification specific to your work. The speciality papers enhance that.

Each paper has 5 parts. Complete each part and, optionally, take a 40-minute exam from your location. For the exam, you need a laptop with webcam and sound.

IN THE MAIN PAPER, GAIN EXPERTISE IN ALL AREAS OF EXCEL

COVERS ALL ASPECTS OF EXCEL WITH FORMULAS AND CONVENTIONS RECEIVING IN-DEPTH TREATMENT

Efficient setup. Standardised workbooks for clarity, productivity and error reduction. Formulas needed in Finance. Tables. Filtering. Import. Export. Consolidation. Essential charts. Conditional Formatting. PivotTables. Collaboration. Reconciliation. Protection. Crosschecks. Errors. Data Validation. Testing. Troubleshooting. Basic macros. Common accounting applications. [See full agenda at website](#). Expected study time is 120 hours.

ENHANCE YOUR CAPABILITY WITH ANY OF THE IN-DEPTH SPECIALITY PAPERS

MODEL CONSTRUCTION AND ANALYSIS

Reporting models with drill-down. Project profitability analysis. Long-term models, incorporating debt and interest calculations. Sensitivity and Monte Carlo analysis. Regression analysis. Optimisation. And more. Expected study time is 80 hours.

DATA EXTRACTION AND ANALYSIS WITH MS QUERY, PIVOTTABLES AND POWER BI

Text file import and manipulation. Direct data extraction with MS Query and SQL. Advanced PivotTables. Power Pivot, Power Query and Power BI. Expected study time is 80 hours.

REPORTING WITH CHARTS, TABLES AND DASHBOARDS

Advanced charts for Finance. Conventions and good style for charts, tables and dashboards. Dynamic reports. Online publishing. Expected study time is 80 hours.

MACROS FOR AUTOMATING TASKS

Introduction. Custom functions. Automated applications. Dialog boxes. Custom ribbons. Interaction with Outlook, databases & other. Classes. Libraries. Win API functions. Conventions. And more. Expected study time is 80 hours.

JOIN THE SELF-STUDY PROGRAMME

WORK THROUGH STEP-BY-STEP GUIDES, ONLINE QUIZZES AND PRACTICALS

Follow the step-by-step coursework, do online quizzes at the end of each section and complete the practical exercises.

FIVE ASSIGNMENTS MAKE UP 20% OF THE MARKS

The five parts of the main paper are entitled: (1) Efficient setup and conventions. (2) Formulas. (3) Import, report, errors. (4) Macros. (5) Applications.

Each part has an optional assignment and 40-minute exam. Assignments make up 20% of the marks; the rest is for the exams.

In preparation for the exams, you can practice with mock exams.

Claim 24 CPD hours for each part.



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