



Excel® courses tailored for management accountants and financial controllers.

KGA Limited and BPM present a series of Excel® training courses, designed to provide you with skills that can be immediately applied within your workplace. See the attached pages for details of the following training courses:

Excel® Fundamentals: Understand Excel's functionality in depth, and how you can use this functionality to create budgets, forecasts and pricing models.

Excel® Formula Fundamentals: Learn or revisit over 30 commonly used functions and how, with imagination, these can be applied to tackle a number of common spreadsheet problems.

Financial Modelling Fundamentals: Provides users with a structured approach to building a whole of business forecast model, using a mix of theory and interactive practical examples. It's not difficult to use Excel® to create forecast Income Statements, Balance Sheets and Cash Flow Statements that always balance. Find out how.

Course Presenter: Wade Glass is an experienced financial modelling practitioner and trainer. Wade regularly presents on the topics of financial modelling and finance, and is a director of KGA and an accredited trainer for BPM.



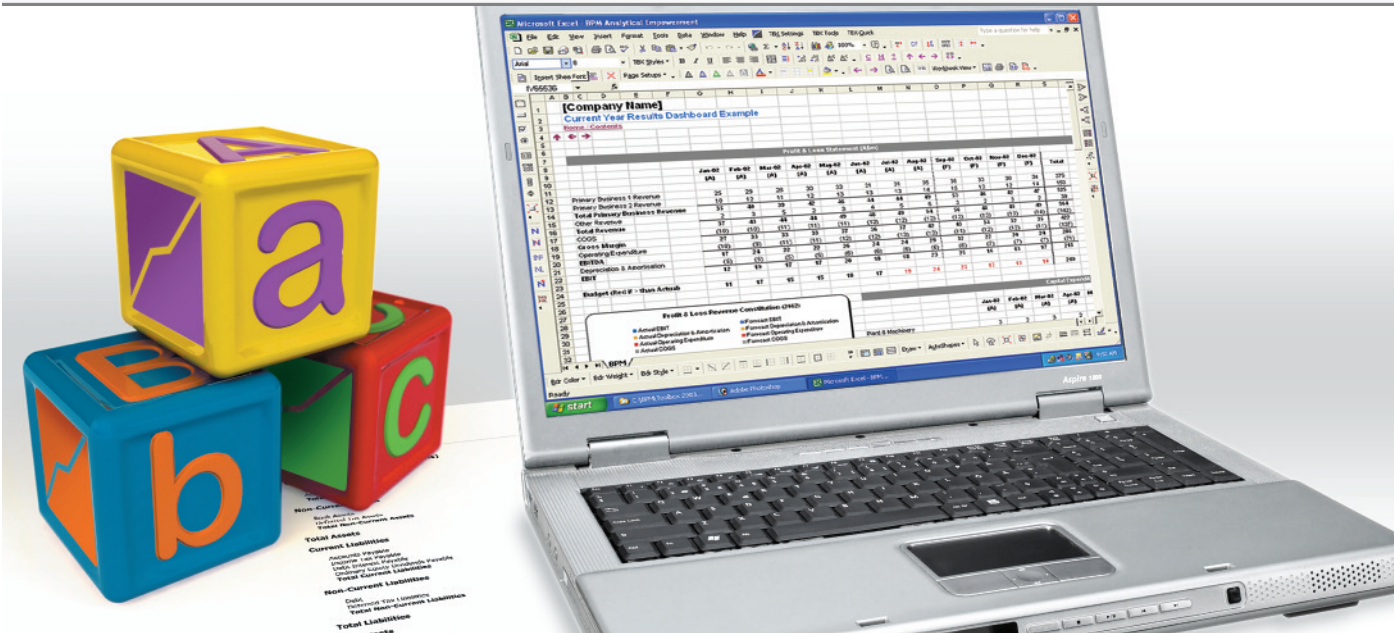
Course Timetable

Excel® Fundamentals (4 hours)*	\$500+gst per person (max. 10 attendees)	Auckland: 7 November 2011 - 9.00am KGA, Level 2, 123 Carlton Gore Road, Newmarket	
		Wellington: 27 October 2011 - 9.00am The Intercontinental - 2 Grey Street	
		Christchurch: 1 November 2011 - 9.00am The George - 50 Park Terrace	
Excel® Formula Fundamentals (4 hours)*	\$500+gst per person (max. 10 attendees)	Auckland: 7 November 2011 - 1.00pm KGA, Level 2, 123 Carlton Gore Road, Newmarket	
		Wellington: 27 October 2011 - 1.00pm The Intercontinental - 2 Grey Street	
		Christchurch: 1 November 2011 - 1.00pm The George - 50 Park Terrace	
Financial Modelling Fundamentals (8 hours)*	\$990+gst per person (max. 10 attendees)	Auckland: 8 November 2011 - 9.00am KGA, Level 2, 123 Carlton Gore Road, Newmarket	
		Wellington: 28 October 2011 - 9.00am The Intercontinental - 2 Grey Street	
		Christchurch: 2 November 2011 - 9.00am The George - 50 Park Terrace	

*Eligible for Continuing Professional Development Hours for members of the New Zealand Institute of Chartered Accountants.



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Developed by experts with decades of aggregated spreadsheet modelling experience, Excel® Fundamentals is an excellent course, suitable for both experienced spreadsheet modellers requiring a refresher course and new entrants to the spreadsheet modelling sector. Excel® Fundamentals offers participants insights into Excel's functionalities that are critical to developing highly effective and lower risk spreadsheet models.

Suitable For:

- Beginner**
- Intermediate**
- Advanced**

The Excel Fundamentals course addresses the following areas:

- **Navigating Excel®** - Understanding Excel's inherent structure and how the mouse and keyboard can be used to traverse the software and select cells / ranges;
- **Accessing Excel's tools** - Using file menus, file shortcuts and shortcut keys to access common Excel tools (e.g. Paste Special, Copy Down, Group, etc.);
- **Formula Creation** - Creating and copying simple formulae, understanding the difference between relative and absolute cell references, referencing cells on non-active sheets and / or workbooks, and creating more complex calculations using the Staggered Development Principle;
- **Range names** - Creating, editing and deleting range names, understanding when range names are deemed relative or absolute by Excel;
- **Formats and styles** - Understanding the difference between a format and a style, setting formats and styles and creating Excel defaults;
- **Mixing text and formulae** - Understanding the concept of a "mixed cell", creating complex live sentences and headings for reporting purposes, etc;
- **Conditional formatting** - Understanding its uses and limitations, using different types;
- **Controls and forms** - Concept of assumption entry interface, limiting a user's options through controls and forms, creating controls, understanding cell links, differentiating between Excel's Control Toolbox and Forms toolbars;
- **Grouping and hiding** - How to group and hide, considering the advantages / disadvantages of each;
- **Hyperlinks** - Accessing and creating hyperlinks within a document;
- **Security and protection** - Understanding Excel's security limitations, how to protect cells, worksheets and workbooks, understanding which properties may be protected;
- **Key Excel functions** - Illustrations of common functions such as IF, CHOOSE, INDEX, MATCH and OFFSET amongst others, discussion of volatile and non-auditable functions.



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BPM's Excel Formula Fundamentals Course was developed by experts with decades of aggregated spreadsheet modelling experience. Designed for spreadsheet modellers who are seeking to develop or refine their formula creation skills, the course offers a structured approach to formula creation and a detailed understanding of over 40 operators and functions that are most commonly utilised when developing spreadsheet models.

Suitable For:

- Beginner**
- Intermediate**
- Advanced**

The Excel Formula Fundamentals Course addresses the following areas:

- **What is a Formula** - including definition, the three simple rules of formula structure, the typical contents of a formula and constraints to be borne in mind;
- **Functions vs. Formulae** - how they differ, what functions typically contain and a summary review of the four key components of their structure;
- **What is an Operator** - including definition and a brief discussion of the four generic types of operator;
- **Order of Calculations** - why order is important, understanding the order and how to manually alter the sequence of calculations;
- **Choosing the Right Operators and Functions** - ever struggled to identify how to solve an Excel problem? Unsure which function or operator to use when? Limited knowledge of functions or operators? This area assists in selecting the right function / operator for common tasks in Excel;
- **The 14 most commonly used operators** - discussion and provision of training materials for the key operators, such as +, /, ^, <, %;
- **The 30 most commonly used functions** - explanation, commentary and warnings for functions such as SUM, IF AND and INDEX;
- **Abundance of practical examples** - from simple, walk-through illustrations to more challenging exercises that combine all of the key learning points of the course.



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Financial Statements Fundamentals is an insightful course, designed to help participants understand the key concepts employed in the development of forecast financial statement models using Microsoft Excel. Financial Modelling Fundamentals is suitable for participants of varied skill levels. The course includes both theoretical discussions and a detailed practical example, whereby participants develop dynamically linked forecast financial statements examples using provided historical data.

Suitable For:

- Beginner**
- Intermediate**
- Advanced**

Financial Modelling Fundamentals addresses the following areas:

- **Financial Statements** – What they are, what they represent and why we need them. A detailed discussion regarding the layout and presentation of each financial statement.
- **Whole of Business Modelling** - What are the interconnected components that comprise whole-of-business modelling and why are financial statements purely outputs?
- **Financial Model Arteries** – What are Precedents and Dependants? What are the links between an Income Statement, Balance Sheet and Cash Flow Statement? What information do we link into financial statements and what do we draw from financial statements to use elsewhere in our model?
- **Financial Statement Impacts** – explanation and illustration of the five generic types of financial statement impacts that may arise in a financial model, including numerous practical modelling examples.
- **Bottom up financial statement modelling** – adopting a modular approach to spreadsheet development, and why the modular, bottom up approach is far superior to other methods.
- **Modelling vs. Accounting** – general discussion regarding the differences between an accountants approach to developing financial statements and the approach that a financial modeller would take.

The ideal course for graduates requiring an understanding of key financial statement links, or for more experienced participants seeking a refresher on areas such as capital structure and taxation modelling.



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Please complete this registration form and mail, fax or email to KGA Limited.

Registration(s) Details

Registrant 1:

First Name _____ Surname _____

Email _____

Registrant 2:

First Name _____ Surname _____

Email _____

Please indicate your chosen course(s)

Registrant 1: (Prices include GST)

Excel® Fundamentals	\$575.00
Excel® Formula Fundamentals	\$575.00
Financial Modelling Fundamentals	\$1,138.50
All three courses above (20% discount)	\$1,830.80

Registrant 2:

Excel® Fundamentals	As above
Excel® Formula Fundamentals	As above
Financial Modelling Fundamentals	As above
All three courses above (20% discount)	As above

Contact Details

Organisation _____

Mailing Address _____

Tel _____ Fax _____

Email _____

Note: Further discounts may apply for group bookings (three or more). Email robyn.garry@kgal.co.nz for more information.

Please indicate your chosen venue

- Auckland
- Wellington
- Christchurch

Venue: You will receive venue confirmation with your registration.

Registration: Morning start times (for full or half-day courses) are 9.00am. Afternoon start times are 1.00pm. Registration begins 30 minutes prior to the beginning of the course.

Closing Date: Registration must be made at least 2 weeks prior to course commencement date.

Please Note: Every care has been taken to ensure that this programme is correct at the time of publication. KGA Limited reserves the right to alter, postpone, or cancel this programme prior to this event. A full refund will be issued if the event is cancelled.

Payment must be received with your registration

Cheque (Cheques made payable to KGA Limited)

Payment attached for \$ _____ (inc GST)

Credit Card

Amex MasterCard Visa   

Card No.

Name on Card _____

Expiry Signature _____

Fees

The fees are inclusive of GST and cover all course materials / catering.

Send completed registration form via mail, fax or email to KGA Limited.

Mail: PO Box 37223, Parnell, Auckland, New Zealand **Fax:** 09 379 5499 **Email:** robyn.garry@kgal.co.nz



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