

Microsoft Excel for Controllers («EBX»)

In this seminar, you will learn how to optimally use Excel for your controlling tasks. A large selection of relevant Excel functions, methods and options will be developed for your financial management practice.

Duration: 2 days

Price: 2'200.–

Course documents: Digicomp course documentation

Content

1. Introduction with various tips & tricks for increasing efficiency and repetition of basic functions
2. The most important Excel functions for Controlling
 - Logic functions (IF, AND, OR, IF ERROR, etc.)
 - Matrix functions (REFERENCE, INDEX, RANGE.SHIFT, etc.)
 - Statistics functions (MAX, MIN, COUNT/SUM IF(S), etc.)
 - Financial mathematics functions ((V)ROUND, RMZ, TREND, etc.)
 - Text functions (LEFT, RIGHT, PART, FIND, etc.)
 - Date functions (TODAY, DATEDIF, etc.)
3. Summaries, analyses, and visualizations of data with
 - professional pivot tables
 - conditional formatting
 - sparklines
 - diagrams (incl. special cases)
4. Exchange and protect data

Key Learnings

- Practiced handling of selected functions that are relevant for your controlling practice
- Creating meaningful and dynamic reports and graphs to optimize the visualization of larger amounts of data
- Immediate productive use of Excel for decision making thanks to practice-oriented course content
- Support even after the course with helpful practical tips and comprehensible application examples thanks to specially developed Digicomp course materials

Methodology & didactics

Bring a USB stick with you to the course so you can save your exercises from the course and take them home with you.

Target audience

This course is aimed at experts and managers from the fields of controlling, finance and accounting, and general managers with responsibilities in controlling and business administration.

Requirements

Basic knowledge of Excel according to the following courses:

- [Efficient calculations and visualizations with Microsoft Excel \(«ME2»\)](#)

Additional information



No Visual Basic programming is performed.

Any questions?

We are happy to advise you on +41 44 447 21 21 or info@digicomp.ch. You can find detailed information about dates on www.digicomp.ch/courses-microsoft-office/microsoft-office-apps/microsoft-excel/course-microsoft-excel-for-controllers