

# € TRAINING

Spreadsheet Skills for Planning with  
Forecasting and Budgeting

A group of four smiling business professionals (two men and two women) are seated at a table in a meeting room. They are all wearing white shirts. The woman in the foreground is wearing a black top and a multi-strand necklace. The background is blurred, showing a bright, modern office environment.

10 - 14 November 2024  
Cairo (Egypt)



# Spreadsheet Skills for Planning with Forecasting and Budgeting

REF: F83 DATE: 10 - 14 November 2024 Venue: Cairo (Egypt) - Fee: 3520 Euro

## Introduction:

This training program provides essential spreadsheet skills for effective planning, with a focus on forecasting and budgeting. Participants will learn to utilize advanced spreadsheet functions and techniques to enhance their planning processes and make data-driven decisions. It empowers them to apply these skills in real-world scenarios for accurate forecasting and efficient budgeting.

## Program Objectives:

By the end of this program, participants will be able to:

- Master advanced spreadsheet functions for planning and analysis.
- Develop and manage accurate forecasts using spreadsheets.
- Create and control budgets with advanced spreadsheet techniques.
- Analyze and interpret forecasting data effectively.
- Implement best practices for spreadsheet-based financial planning.

## Targeted Audience:

- Financial Analysts.
- Budget Planners.
- Business Managers.
- Accountants.
- Planning and Forecasting Professionals.

## Program Outline:

### Unit 1:

#### Advanced Spreadsheet Functions:

- Introduction to advanced spreadsheet functions.
- Utilizing formulas and functions for financial analysis.

- Creating dynamic data models and scenarios.
- Automating repetitive tasks with macros.
- Best practices for maintaining spreadsheet integrity.

## Unit 2:

### Developing Accurate Forecasts:

- Techniques for data collection and preparation.
- Building forecasting models using historical data.
- Applying statistical methods and trends analysis.
- Creating and managing forecasting scenarios.
- Validating and refining forecast accuracy.

## Unit 3:

### Effective Budget Management:

- Designing and setting up budget templates.
- Implementing budget controls and tracking mechanisms.
- Analyzing budget variances and making adjustments.
- Integrating forecasting data into budget planning.
- Techniques for reporting and communicating budget results.

## Unit 4:

### Data Analysis and Interpretation:

- Advanced data analysis techniques using spreadsheets.
- Creating and interpreting pivot tables and charts.
- Conducting variance analysis and performance reviews.
- Using conditional formatting for better data visualization.
- Making data-driven decisions based on spreadsheet analysis.

## Unit 5:

### Best Practices for Spreadsheet-Based Planning:

- Ensuring data accuracy and consistency.
- Developing user-friendly spreadsheet templates.
- Collaborating and sharing spreadsheets effectively.
- Implementing version control and documentation.
- Continuous improvement in spreadsheet-based planning processes.