



REGISTRATION FORM

Contact Adrian on 083 272 2552 or at Adrian@AuditExcel.co.za with queries.

Course: Various Excel training courses

Venue- See Attached Map

Course Selection:

Confirm the course that the delegates will be attending

Discounts
 5% off for 1 mth early payment
 10% off for 2+ mths early pay
 Multiple Participants? Email us for discount information

Half Day Pivot Tables - for intermediate to advanced

R1 900 excl VAT per delegate + computer hire if applicable

8h30 to 12h30

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 th March 2012 | 14 th May 2012 | 11 th June 2012 | 18 th July 2012 |
| <input type="checkbox"/> 16 th April 2012 | <input type="checkbox"/> 17 th September 2012 | <input type="checkbox"/> 15 th October 2012 | <input type="checkbox"/> 12 th November 2012 |
| <input type="checkbox"/> 13 th August 2012 | | | |

Half Day Graphing in Excel - for intermediate to advanced

R1 900 excl VAT per delegate + computer hire if applicable

13h00 to 17h00

- | | | | |
|---|--|--|---|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 12 th March 2012 | 14 th May 2012 | 11 th June 2012 | 18 th July 2012 |
| <input type="checkbox"/> 16 th April 2012 | <input type="checkbox"/> 17 th September 2012 | <input type="checkbox"/> 15 th October 2012 | <input type="checkbox"/> 12 th November 2012 |
| <input type="checkbox"/> 13 th August 2012 | | | |

2 day Advanced Excel Course **excludes** Pivot Tables and Graphing- for intermediate to advanced

R5 990 excl VAT per delegate + computer hire if applicable

8h30 to 16h30 each day

- | | | | |
|--|---|---|--|
| <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> | <input type="checkbox"/> |
| 13 th – 14 th March 2012 | 15 th – 16 th May 2012 | 12 th – 13 th June 2012 | 19 th – 20 th July 2012 |
| <input type="checkbox"/> 17 th – 18 th April 2012 | <input type="checkbox"/> 18 th – 19 th September 2012 | <input type="checkbox"/> 16 th – 17 th October 2012 | <input type="checkbox"/> 13 th – 14 th November 2012 |
| <input type="checkbox"/> 14 th – 15 th August 2012 | | | |

3 day Advanced Excel Course includes Pivot Tables and Graphing- for intermediate to advanced

R8 250 excl VAT per delegate + computer hire if applicable
8h30 to 16h30 each day

12th – 14th March 2012

16th – 18th April 2012

14th – 16th May 2012

11th – 13th June 2012

18th – 20th July 2012

13th – 15th August 2012

17th – 19th September 2012

15th – 17th October 2012

12th – 14th November 2012

2 day Financial Modelling in Excel - for intermediate to advanced

R5 990 excl VAT per delegate + computer hire if applicable
8h30 to 16h30 each day

15th – 16th March 2012

19th – 20th April 2012

17th – 18th May 2012

14th – 15th June 2012

16th – 17th August 2012

20th – 21st September 2012

18th – 19th October 2012

15th – 16th November 2012

5 day Advanced Excel Course + Financial Modelling (includes Pivot Tables and Graphing)- for intermediate to advanced

R11 500 excl VAT per delegate + computer hire if applicable
8h30 to 16h30 each day

12th – 16th March 2012

16th – 20th April 2012

14th – 18th May 2012

11th – 15th June 2012

18th – 20th July 2012

13th – 17th August 2012

17th – 21st September 2012

15th – 19th October 2012

12th – 16th November 2012

Where did you hear about us

- AuditExcel.co.za AuditExcel.com Google/ Search Engine Newsletter Tele Sales
 Referral from someone you know other (please explain) _____

Company Details:

Company Name: _____
Address: _____

Postal Code: _____
Country: _____
Telephone: _____
Fax: _____
VAT Registration number: _____
Contact Person: _____
Telephone Number: _____

Authorisation:

I hereby authorize expenditure for the delegates registered on this form. I have read the terms of cancellation and am authorized to sign on my behalf of my organization

Name: _____
Job Title: _____
Signature: _____
Email: _____

Cancellation policy:

If you cannot attend personally, a substitute delegate is welcome to join the course in your place for no extra charge. Should you or the substitute be unable to attend, we will promptly refund your fees less a 10% service charge.

You can postpone the course to a later course, but the venue fees will be deducted and need to be repaid.

Conditions:

You must inform us in writing 14 days or more before the start date of this course. No refunds are possible for cancellations received less than 14 days before this course

Money Back Refunds

Refunds will only be considered based on a formal letter from the company explaining the rationale for the request. Furthermore, the venue fee will be deducted from any refund.

Delegate Details-for more delegates please make copies of this page

Delegate 1

Name: _____
Job Title: _____
Email: _____
Telephone: _____
Do you have your own computer- Yes No (R114.00 /day)
What version of Excel - 2010 2007 2003 Mac 11
What are your dietary requirements: : _____

Delegate 2

Name: _____
Job Title: _____
Email: _____
Telephone: _____
Do you have your own computer- Yes No (R114.00 /day)
What version of Excel - 2010 2007 2003 Mac 11
What are your dietary requirements: : _____

Delegate 3

Name: _____
Job Title: _____
Email: _____
Telephone: _____
Do you have your own computer- Yes No (R114.00 /day)
What version of Excel - 2010 2007 2003 Mac 11
What are your dietary requirements: : _____

Delegate 4

Name: _____
Job Title: _____
Email: _____
Telephone: _____
Do you have your own computer- Yes No (R114.00 /day)
What version of Excel - 2010 2007 2003 Mac 11
What are your dietary requirements: : _____

Banking Details

South African Delegates

Miricle Solutions cc
Bank: Investec
Branch: Grayston Branch Number: 580105
Account Number: 100 108 31004

Credit Card Payments

Payments can be made via credit card at
www.AuditExcel.com

International Delegates

Credit card payments can be made at www.AuditExcel.com .
For payment from foreign countries please use the relevant details at the bottom of the page.

Payments from countries outside of South Africa

Choose the currency you want to pay in and use the appropriate details. Payments in Rands (ZAR) is preferred.
Funds into South Africa from a foreign source

Currency	Bank	Account number	Swift code	Sort code	ABA code	Physical address
ZAR	Investec Bank Ltd	100 108 31004	IVESZAJJ	580105	-	100 Grayston Dr, Sandton, Johannesburg, 2196
USD	Citibank N A New York	36114544	CITIUS33	-	021-000-089	111 Wall Street FL19 Zone 1 New York, NY10043
EUR	KBC Bank NV	480-9187517-73	KREDBEBB		IBAN:BE27480918751773	Havenlaan 2, B-1080, Brussels, Belgium
GBP	HSBC Bank Plc (formerly Midland Bank Plc) London	35304697	MIDLGB22	400515	IBAN:GB37MIDL40051535304697	8 Canada Square, London, E14 5HQ, UK

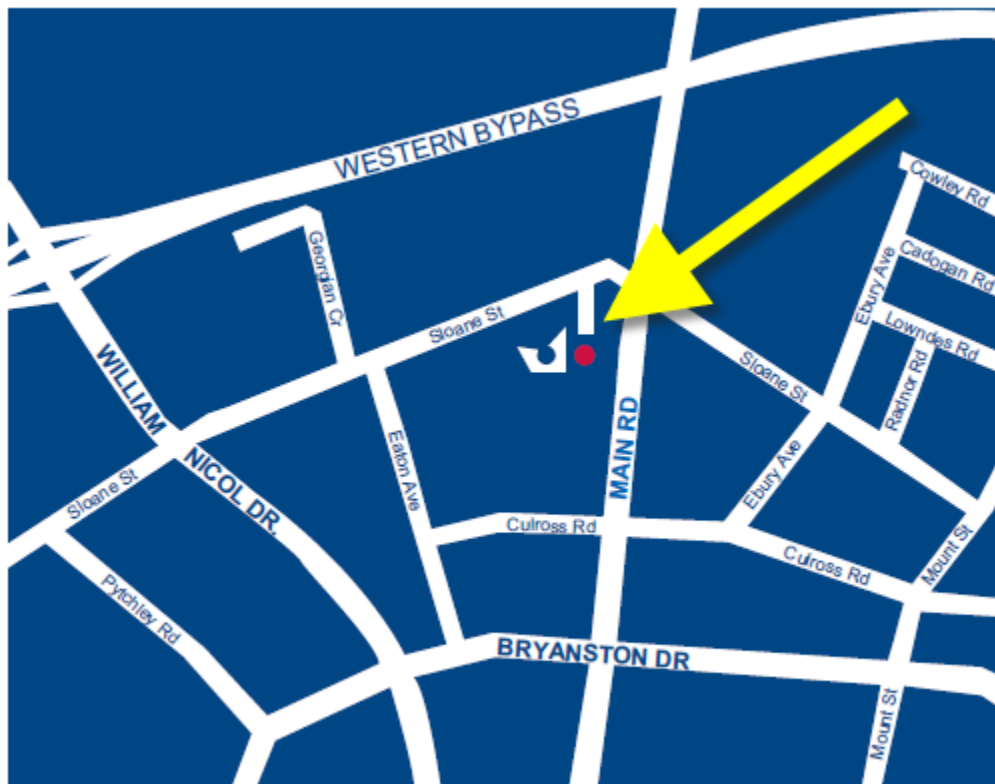
Please note:

1. All these accounts are held in the name of Investec Bank Ltd.
2. Please indicate a reference number or name on the SWIFT instructions to ensure correct allocation of funds.
3. Any funds that are not sent via SWIFT and do not have a MT103 accompanying them will be returned to sender.
4. Please ensure that the MT103 is sent directly to Investec Bank Ltd, swift address IVESZAJJ

Please note that these details may change, Please check www.investecprivatebank.co.za for the latest details

Fax back this completed form to 0866482153 or mail it to info@AuditExcel.co.za

Directions to DiData Campus- Ground Floor, Twickenham Building, The Campus, cnr Main Road and Sloane Street, Bryanston



Ground Floor, Twickenham Building, The Campus, cnr. Main Road and Sloane Street, Bryanston.

Directions

- N1 Western Bypass
- William Nicol Drive turn off to Sandton
- Left in to Sloane St
- Right at the third mini roundabout into the Campus
- Regus is in Twickenham, on the ground floor

EXCEL TRAINING COURSES

GUARANTEES

Money Back Guarantee- If you are not happy with the quality of the course we will give you your money back*

Schedule Guarantee- Once you have paid, the course will run on the specified date, even if we end up only training one person

PARTICIPANTS FEEDBACK ON COURSES

"Data accuracy and consistency has improved dramatically across Absa Capital, so much so that it has become compulsory within certain areas for all staff to complete Adrian's Data Analyses Spreadsheet Techniques course." **Anton Faber, Head of Learning and Development, ABSA Capital**

"The best Excel course I've ever attended. Thanks!"- **F. Swanepoel Sun International**

WHAT THE DELEGATES RECEIVE

- Expert presenter
- Manual with screenshots
- CD with video clips of all the course content.

MORE ABOUT THE PRESENTER

Adrian Miric is a Chartered Accountant with experience in IT (CISA) and a Certified Financial Analyst (CFA).

He has spent 15 years building and reviewing financial models in various industries. Clients include the likes of MTN, ABSA, AngloGold Ashanti and Sun International.

He was formally trained at KPMG in the audit, IT audit and Corporate Finance departments. He left KPMG to start his own consultancy focusing on financial models and particularly addressing the risks associated with financial modeling.

His company consults on various financial modeling assignments and distributes software packages to enhance the use of Microsoft Excel. More information about his publications is available on the web site.



EXCEL COURSES

These application driven programmes lead delegates through various Excel functions, explaining the functions and their uses.

These are very hands-on, non-intimidating courses – delegates work through various exercises under the supervision, and with the help, of the facilitator to get to grips with the nuances of Excel's functions

WHO SHOULD ATTEND

- All persons using Excel spreadsheets
- All persons involved in the building of spreadsheet models to assist in their daily reporting and analysis functions
- All persons involved in the building of financial models

PRE REQUISITE(S)

- Delegates should be familiar with Microsoft Excel (though not necessarily expert in the use thereof, as any relevant Excel function pertinent to an exercise will be discussed prior to tackling the exercise).

Excel knowledge required:

1. Basic Excel skills
 - Opening & closing files
 - Moving around the spreadsheet
 - Inserting & deleting rows and columns
 - Inserting text & formulas
 - Deleting cells
 - Copying formulas
 - Printing
2. Basic formulas (+-*/) e.g. =C5+C7+sum(C9:C12), and =D5*D6/12
3. Formatting

Should the above be a problem you can address it by doing some online training from our e commerce site at www.AuditExcel.com or by attending our Excel fundamentals course.

Courses

For the detailed course contents please visit <http://www.auditexcel.com/c23/Live-Training.aspx>

We currently offer the following courses:

- **Excel Fundamentals (1 day)** - Start at the beginning and get a solid foundation on using Excel. No prior knowledge is necessary
- **Advanced Excel (3 days)**- Covers tools and functions that assist with all aspects of spreadsheets giving participants the ability to combine lists, compare lists. Includes the Pivot Table and Graphing courses shown below.

Should you not wish to do the Pivot Tables of Graphing you can do the 2 day course separately.

- **Pivot Tables (Half day)** - Improving your pivot table skills. Learn how to get the best out of Pivot tables including pivot charts, using the GETPIVOTDATA command.
- **Graphing in Excel (Half day)** - Understand how to create graphs/ charts in Excel 2003 and 2007. Understand how they work, which chart to use, and how to combine them for the best effect.
- **Financial Modelling (2 days)** –A detailed course focusing on creating a financial model. Learn how to establish triggers within a model which will address changes in the business situation. Participants are expected to be familiar with financing concepts such as nominal and effective interest rates.
- **VBA Macros for Excel (Half day)** – Learn how to record and manipulate a macro in Excel.

EXCEL TRAINING COURSES

I would like to thank you for a well thought-out course, it was very insightful and I learned a lot ...
J. Vos
(Nedbank)



COURSES WE OFFER

-  Advanced Excel
-  Pivot Tables
-  Graphing in Excel
-  Financial Modelling
-  VBA Macros for Excel
-  Excel Fundamentals

WHAT YOU WILL RECEIVE

- Expert presenters who can answer any excel related question
- Course book with detailed screenshots
- CD with video clips

"The BEST Excel course I've ever attended. Thanks!"
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(Sun International)



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CD with Video Clips

All participants receive a CD with Video clips of the areas taught



Presenters Practical Expertise

All presenters have years of practical experience in working with Excel



Excel Aptitude Test/ Pre Assessment

Each participant can be screened for relevance of the course to their skill levels



Customised Examples

For in-house courses we can customize the course to the clients exact needs

MORE ABOUT COURSE DESIGNERS

Adrian Miric is a Chartered Accountant (CA(SA)) with experience in IT (CISA), and Corporate Finance (Chartered Financial Analyst- CFA).

He has spent 15 years building and reviewing financial models in various industries. Clients include the likes of MTN, ABSA, AngloGold Ashanti and Sun International.

The company consults on various financial modeling assignments and distributes software packages to enhance the use of Microsoft Excel. More information about the company is available on the web site.

Value-for-money ...this course is highly recommended.
- A. Darwood
(Transnet)

"Data accuracy and consistency has improved dramatically across Absa Capital, so much so that it has become compulsory within certain areas for all staff to complete Adrian's Data Analyses Spreadsheet Techniques course."
Anton Faber, Head of Learning and Development, (ABSA Capital)



MIRICLE SOLUTIONS

www.AuditExcel.co.za/training.html

info@AuditExcel.co.za

Tel: +27 11 563 3805

Cell: +27 83 272 2552

BEE: BEE6853244

ADVANCED EXCEL

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J. Vos
(Nedbank)



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- A. Dawood
(Transnet)

Day 1

- How errors happen in excel and how to avoid them
- High level spreadsheet design principals
- Essential Knowledge
 - Auditing Toolbar
 - Function wizard
 - Various shortcuts and useful tools
- Importing data into a spreadsheet
 - Using excels import wizard to import text and databases
 - Using the text to column tool
 - Common pitfalls / problems at this stage addressing them
- Correcting the format of the date
 - Data Cleanup using the Data Autofilter and the Advanced Filter
 - GOTO Special tool for working with cells
 - Handling Dates in Excel
 - EOMONTH, DATE, DATEVALUE, DAY, EDATE, MONTH, NETWORKING DAYS, WEEKDAY, WORKDAY, YEAR

Day 2

- Working with imported text data
 - CLEAN, CONCATENATE, DOLLAR, EXACT, FIND/SEARCH, LEFT/RIGHT/MID, LEN, LOWER/UPPER/ PROPER, REPLACE, T, TEXT, TRIM, VALUE
- Manipulating the data
 - Filling in blanks (GOTO Special)
 - Identifying duplicates (SUMIF, COUNTIF, VLOOKUP)
 - Data Sorting (DATA SORT, RANK)
 - Error checks
 - Joining tables together (VLOOKUP)
 - Converting columns to rows and rows to columns (TRANPOSE)
 - Other Functions (PASTE SPECIAL, EDIT LINKS, CHOOSE, HYPERLINK, AND/OR/IF, ISERROR)
- Analysing Data
 - Data Filter
 - Speech to Text
 - Database Functions
- Reporting
 - Conditional Formatting
 - Pivot Tables
 - COUNTIF/SUMIF
 - Cell formatting
 - Data Protection
 - Group and Outline

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PIVOT TABLES IN EXCEL

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- What does the data need to look like for Pivot Tables
- How to (quickly) convert non compliant data into Pivot friendly data
 - Labelling Columns
 - Subtotals
 - Filling in the Blanks
 - Data in rows and not columns
- Exercise: Normalise the data
- Pivot Tables – Step by Step
- Create a Pivot Table
- Introducing Data
- Refreshing a Pivot Table
- Manipulating the Data Portion of a Pivot Table
- Exercise: Working with Data in a Pivot Table
- Manipulating the Rows of a Pivot Table
- Sorting the information in the rows
- Exercise: Work with the rows in a pivot table
- Manipulating the columns in a pivot table
- Combining rows and columns to create meaningful Pivots
- Report Filter (Page Field in Excel 2003)
- Exercise: Combine Data, Rows and Columns in the same pivot Table

- Grouping Data in the rows and columns
 - Manual
 - Dates
 - Numbers
- Simple Charting
- Exercise: Create more meaningful pivot reports and charts
- Creating Calculated Fields within a pivot table
- Exercise: Creating a calculated field in a pivot table
- Creating Calculated Item within a pivot table
- Exercise: Creating a calculated ITEM in a pivot table
- Trying to link into a Pivot Cell (and the GetPivotData function)
- Exercise: Using GetPivotData
- Exercises: Creative Use of Pivot Tables
- Multiple Consolidation ranges in Pivot Tables
- Exercise: Multiple Ranges
- Conditional Formatting on Pivot Tables (Excel 2007)
- Linking to an external database via Pivot Tables
- Exercise: Linking to external Databases via Pivot Tables

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GRAPHS IN EXCEL

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- Getting the Data right for Graphing
Some useful Keys to remember
- Your first graph
 - Chart Area
 - Titles
 - Legend
 - Axis
 - Gridlines
 - Plot Area
 - Series
 - Data Point
 - Axis Labels
 - Summary
- Exercise: Create and Format a chart
- Adding another series to a graph
 - The preferred option
 - Dragging the coloured boxes
 - Paste the data into the graph
- Creating a secondary axis in a chart
- Exercise: Adding a new series and creating a secondary axis
- Changing the colours that Excel chooses for graphs
 - Create a chart template
- Exercise: Change the default colours and create a chart template

- Different Chart Types
 - Column Charts
 - Bar Charts
 - Pie Charts
 - Area Charts
 - Radar
 - Waterfall graphs
- Exercises: Different Chart Types
- Combination Charts
- Exercises: Combination charts and Secondary Axis
- Trendlines
- Goalseeking straight off the graph
- Exercise: Changing the source data via the graph
- Linking your Word documents directly to the Excel graph
- Exercise: Linking the graph into other MS Office packages
- Conditional Formatting Graphs
- Exercise: Conditional Formatting of graphs
- Using a custom picture for your conditional formatting
- Exercise: Using a custom picture for your series points
- Creating flexible graphs
- Exercise: Creating flexible graphs

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EXCEL FUNDAMENTALS FOR BEGINNERS

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- What is a Spreadsheet?
- Excel Layout
- Create-, Save- and Open existing Excel files
- Navigation and Data entry
- Insert, Delete, Hide as well as Adjust width and height of columns and rows
- Formatting of cells
- Format Painter
- Drawing lines
- Alignment
- Conditional Formatting
- Basic maths
- Absolute /(Relative) referencing
- Linking cells in different sheets and workbooks
- The basic "IF" function
- Function Wizard
- Auditing Toolbar
- Formulas and the coloured boxes
- Graphs in Excel

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FINANCIAL MODELLING IN EXCEL

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Day 1

- ✓ Macro Economic factors (inflation, exchange rates, sales prices, volumes) that affect the financial model
- ✓ Income Statement- forecasting
 - Sales (Volume/ price/ exchange rates/ inflation)
 - Cost of sales (margin)
 - Fixed Costs- step ups based on volume
 - Variable Costs- step ups/ linked to volume
 - Depreciation - current assets and forecast capex
 - Interest- amortization schedule
 - Tax- handling assessed losses, SARS creditor and semi annual payments
 - Dividends- amount available based on retained income and cash
- ✓ Balance Sheet- forecasting
 - Starting balance sheet
 - Equity contributions
 - Linking to the Income Statement
 - Fixed Assets
 - Working Capital - debtors, creditors and inventory
- ✓ Cash - NOT a balancing number - Calculated
- ✓ Debt schedules for handling different types of debt

Day 2

- ✓ Cash Flow
 - Linked to the Income Statement and Balance Sheet
 - Interest charged versus interest paid
 - Tax Charged versus Tax paid
- ✓ Valuations
 - Free Cash Flow
 - Terminal Values
 - WACC
 - Ratios
 - Excel's inbuilt tools versus manual calculations
 - NPV, IRR, XNPV, XIRR
 - Debt covenants
- ✓ Sensitivities
 - Scenarios
 - Data Tables
 - Goalseeking
 - Building a financial model so that last minute sensitivities can be created
- ✓ Reporting
 - Changing reporting periods easily

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VBA MACROS FOR EXCEL

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-  Record a Formatting macro
-  Understanding Objects
-  Record and Edit an Append Dates macro
-  Record, Document and Edit a Cut and Paste macro
-  Record a simple Goal Seek macro
-  Understanding Input Boxes
-  Understanding Variables
-  Create a Sheet Sorting Macro – understanding the process
-  Decisions / Looping
-  Understanding Message Boxes
-  Finalising the Code
-  Form Controls (vs. ActiveX Controls)
-  Organising macros
-  Debugging macros
-  Custom Functions

MORE ABOUT COURSE DESIGNERS

Adrian Miric is a Chartered Accountant (CA(SA)) with experience in IT (CISA), and Corporate Finance (Chartered Financial Analyst- CFA).

He has spent 15 years building and reviewing financial models in various industries. Clients include the likes of MTN, ABSA, AngloGold Ashanti and Sun International.

The company consults on various financial modeling assignments and distributes software packages to enhance the use of Microsoft Excel. More information about the company is available on the web site.

Value-for-money ...this course is highly recommended.
- A. Darwood
(Transnet)

"Data accuracy and consistency has improved dramatically across Absa Capital, so much so that it has become compulsory within certain areas for all staff to complete Adrian's Data Analyses Spreadsheet Techniques course."
Anton Faber, Head of Learning and Development, (ABSA Capital)



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