COURSE SYLLABUS

Excel, Finance, & Investing Summer Program Live Online (High School & College)

Learn Microsoft Excel, finance, and stock market investing in this interactive, live online summer course for high school students.

For more information, visit https://www.creativelive.com/classes/excel-finance-investing-summer-bootcamp



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Course Outline

Excel for Business Fundamentals

Introduction

- Interface
- Data Entry

Formulas

- Autofill
- Calculations
- True or False
- AutoSum Functions
- Text Functions
- Multi-Input Functions
- Absolute Cell References

Formatting

- Formatting
- Format Painter
- Conditional Format

Charts & Tables

- Line Chart
- Column Chart
- Pie Chart
- Tables

Workbook Management

- Printing
- Worksheets
- Repeat Action
- Shortcuts

End of Class Project

- Using Formulas to Analyze Financial Data
- Save and Close

Intermediate Excel for Business

Worksheet Management

- Navigation
- Paste Special

Working with Text

- Splitting Text
- Joining Text
- Named Ranges
- Data Validation
- Sort & Filter
- Remove Duplicates

Database Functions

- VLOOKUP
- HLOOKUP
- VLOOKUP - Closest Match

Logical Functions

- AND, OR
- IF statements

Pivot Tables

- Pivot Tables
- Pivot Tables & Grouping
- Multiple Pivot Tables

Statistical Functions

- Ranking
- COUNTIFS
- SUMIFS

Advanced Charts

- Combo Charts
- Use Charts & Functions to Build a Financial Summary Excel Sheet

Advanced Excel for Finance

Excel for Financial Modeling

- Advanced techniques to Expedite Workflow
- Advanced Analytical Tools & Sensitivity Analysis
- Database Functions for Finance
- Functions for Financial Analysis

Stock Market Fundamentals

Introduction to Stocks

- Stock Fundamentals
- Stock indices
- Liquidity
- Dividend Yields
- Exchange Traded Funds (ETFs)

Intermediate Stock Topics

- Market Capitalization
- P/E Ratios
- EV/EBITDA Multiples
- Stock Movement
- Earnings Release
- Interest Rates
- Economic Trends

Bond Investing + Stock Options

- Types of Bonds
- Bond Pricing, Yields, and Spread
- Credit Ratings & Risks
- Call & Put Options
- Option Strategies & Hedging

Foundational Accounting Topics

Intro to Accounting

- Financial Reports
- Types of Financial Statements
- GAAP
- Cash vs. Accrual Accounting

Income Statement, Balance Sheet, and Cash Flow Statement

- Essential Line Items
- Profit Ratios & Margins
- Depreciation and Amortization
- EBITDA
- Assets = Liabilities + Stockholder's Equity
- Changes in PP&E

- Working Capital
- Cash flow from Investing, Financing, and Operations
- Indirect Method

Corporate Finance & Financial Modeling

Introduction to Corporate Finance

- Enterprise value
- Financial Accounting & Statement Analysis
- Three Statement Model
- Intro to DCF Modeling
- Sensitivity Analysis

Company Analysis

- Discuss the business model and value drivers of a public restaurant company
- Capital Structure: Calculate the total enterprise value and build a capital structure table
- Ratios: Calculate the financial ratios
- Decide if this is a good or bad investment