

Frequently Asked Questions

Course Title: Budget Estimating Using Microsoft Excel

Course #: 5155

Duration: 3 Days

Delivery Method: Instructor-led live classroom

Alternative Delivery Methods: Instructor-led online (synchronous)

1. What business or organizational need does this course address?

Discover how to leverage Microsoft Excel to analyze budgets and finances to help ensure the accurate and timely preparation of budget worksheets. After an overview of budgeting, the rules and regulations that govern the process, and the basics of Excel, you will participate in hands-on activities to apply spreadsheet tools and techniques needed to prepare budget worksheets.

2. Who should attend?

This course is designed for budget and program analysts or financial management professionals who want to become more productive when using spreadsheets to estimate and present program needs for a federal budget submission and justification.

3. What will I learn how to do in this course?

- Navigate the Excel Ribbon
- Build a complete budget workbook using Excel, with account worksheets linked into a summary worksheet
- Apply numerous Excel shortcuts to improve productivity
- Link budget data to Microsoft PowerPoint and Word documents
- Improve worksheet design using formulas, including =IF, =VLOOKUP, and conditional formatting
- Create charts and graphs for budget presentations
- Insert budget trend lines and perform simple regression
- Prepare budget estimates using the analogy, complete enumeration, parametric, and extrapolation techniques
- Link cells, worksheets, and workbooks
- Design and produce a representative budget from a case study

4. What kinds of activities are included in this course?

Lecture, group discussion, class exercises, and exam.

5. Are there prerequisites for this course?

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Mandatory:

- Basic knowledge of Microsoft Excel terminology and familiarity with formatting, charting, and mathematical functions

6. Do I have to complete any prework for the course?

There is no prework required for this course.

7. Is this course applicable toward a professional certification?

This course applies toward the DoD FM Certification Program.

8. Does this course count for credit toward a Management Concepts Certificate Program?

This is an elective course in the following program(s):

- [FFMCP Auditing Master Track](#)
- [FFMCP Accounting Master Track](#)
- [FFMCP Financial Management Master Track](#)
- [Business Analysis and Requirements Management Master Track](#)
- [Agile in Government Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [Project Management Master Track](#)
- [Program Management Certificate Program](#)

9. What credits do I earn by completing this course?

The following credits are available for this course:

NASBA CPEs: 24

NASBA Field of Study: Finance

NASBA Level: Basic

CEUs: 1.9

PDUs: 21

CLPs: 24

10. What course(s) do you recommend after I complete this course?

Frequently Asked Questions

- [Program and Budget Analysis Using Microsoft Excel](#)

11. What are Additional Features?

Most courses and training solutions have **Additional Features** designed to help every learner master and retain the concepts explored in the course. You can see which Additional Features are added to this course on the course page under the **Learning Objectives & Additional Features** tab – and for a more detailed exploration of our Additional Features, you can visit [this web page](#).