

# Frequently Asked Questions

**Course Title:** Data Analysis for Financial Managers Using Microsoft Excel

**Course #:** 5318

**Duration:** 4 Days

**Delivery Method:** Instructor-led live classroom

**Alternative Delivery Methods:** Instructor-led online (synchronous)

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

Gain the skills and techniques to effectively use Microsoft Excel for data analysis and data-driven decision making. Through real-world exercises, you will learn how to use Excel to validate data and construct financial models to ultimately make the best possible decisions for your program or agency.

## 2. Who should attend?

This course is designed for federal financial management personnel including budget analysts, management analysts, or consultants who need to support managerial decision-making through the analysis of financial data.

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

- Perform basic statistical validity calculations
- Calculate cost, labor hour, and project schedule variances and forecast projects' final costs and completion times using Excel
- Use Excel's financial functions to calculate the amounts, rates, and time necessary to achieve financial goals or meet financial requirements
- Calculate the financial value of a project or proposal and select among alternatives using basic measures such as Net Benefit (NB), Present Value (PV), Net Present Value, and the Internal Rate of Return (IRR)
- Calculate break-even points and/or required volumes via graphical analysis, algebra, or Excel's Goal Seek tool to achieve financial goals
- Utilize Excel's Data Table tool to display the results of various financial scenarios with altering variables
- Utilize Excel's Solver tool to create optimal job and supply or supplier assignments, given known outputs and constraints
- Analyze and conduct model line and Monte Carlo simulations using a single server and an exponential distribution for service and arrival rates

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

Lecture, group discussion, class exercises, and exam.

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Note: Approximately 75% of class time involves using Microsoft® Excel.

## 5. Are there prerequisites for this course?

Mandatory:

- An intermediate working knowledge of Microsoft® Excel
- Work experience in budget or financial analysis

Suggested:

- [Budget Estimating Using Microsoft Excel](#)

## 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 Accounting Master Track](#)
- [FFMCP Budgeting Master Track](#)
- [FFMCP Financial 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: 32

NASBA Field of Study: Finance

NASBA Level: Intermediate

CEUs: 2.5

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PDUs: 28

CLPs: 32

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

- [Program and Budget Analysis Using Microsoft Excel](#)
- Any basic or intermediate level Internal Control course

## 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](#).