



COLLEGE AFRICA GROUP

AI | TRAINING | CONSULTING | SKILLS DEVELOPMENT

Better Processes. Stronger Skills. Smarter AI.

Advanced Excel Level 2 — Business Modelling

Move from reporting what happened to exploring what could happen

Level 2 of the Advanced Excel pathway – the levels show the recommended order; experienced users can start at any level

Duration: One day | **Level:** Advanced Level 2 | **Delivery:** Onsite or virtual

The business problem

Most spreadsheets only report history. When management asks "what would it take to hit the target?" or "what happens if costs rise?", staff change numbers by hand, overwrite the model and lose track of which version is which.

Decisions end up based on one fixed set of assumptions that nobody has tested.

You need this course if...

- Budgets and forecasts are tested by typing over the original numbers
- You need to work backwards from a sales, price, profit or margin target
- Managers want best, expected and worst cases compared side by side
- Analysis needs several criteria at once (region, product, period)
- Important exceptions are buried in thousands of rows

How this course solves it

A practical course for experienced Excel users who need to test assumptions, compare alternatives, investigate exceptions and support better business decisions.

Delegates learn to work backwards from targets, model different scenarios, test the effect of changing assumptions and retrieve and analyse supporting information.

The emphasis is practical: understand the business question, choose the appropriate Excel technique, model the alternatives and interpret what the result means.

Who should attend?

- Finance, accounting, budgeting and forecasting
- Sales, operations and planning
- Reporting, projects and management decision support

Prerequisites: comfortable with formulas, cell references, business datasets and common Excel analysis techniques. Advanced Excel Level 1 or equivalent practical experience is recommended.

Course content

1. Goal Seek — Work Backwards from a Target

When you know the result you need but not the input required to achieve it.

- Required sales, price, profit or margin
- Break-even and target calculations
- Testing different business targets

The job: answer "What would have to change for us to achieve this result?"

2. Scenario Manager — Compare Alternative Outcomes

Build and compare different combinations of assumptions without changing the original model.

- Conservative, Expected and Growth scenarios
- Changing multiple assumptions
- Scenario Summary reports

The job: compare possible outcomes before deciding which plans deserve further attention.

3. Data Tables — Test How Sensitive the Result Is

See how a calculated result responds to a range of possible inputs.

- One- and two-variable Data Tables
- Price, volume, cost and margin sensitivity
- Interpreting how changing assumptions affect the result

The job: understand which assumptions matter most and how vulnerable the result is.

4. XLOOKUP — Retrieve Business Information More Flexibly

Level 1 uses VLOOKUP, still common in corporate workbooks. Level 2 progresses to XLOOKUP.

- Exact and approximate matching
- Looking left or right
- Handling missing results
- Retrieving information for analysis and business models

5. Multi-Criteria Analysis

Extend the conditional calculations from Level 1.

- SUMIFS and COUNTIFS
- Combinations such as department, region, product and reporting period
- Practical multi-criteria business questions

The job: answer "What happened in this region, for this product, during this period?"

6. Find the Records and Exceptions That Matter

Use Advanced Filter and advanced Conditional Formatting to focus the analysis.

- Complex criteria and targeted record extraction
- Formula-based Conditional Formatting
- Highlighting targets, variances and exceptions
- Sparklines for compact trend indicators where appropriate

7. Integrated Business Modelling Project

A realistic business model involving budgets, actuals, costs, prices, sales volumes, margins and management targets. Delegates retrieve supporting information, calculate results, work

towards targets, compare scenarios, test sensitivity and identify important exceptions, then explain what the analysis means for the decision.

After the course

Delegates will be able to:

- Work backwards from a business target
- Build and compare alternative scenarios
- Test how sensitive results are to changing assumptions
- Retrieve supporting information using XLOOKUP
- Analyse information using multiple business criteria
- Identify important targets, variances, exceptions and trends
- Combine several Excel techniques within a business model
- Interpret results for planning and decision support

Training format

Duration: One day, normally 09h00 to approximately 15h30

Delivery: Onsite instructor-led training or live virtual instructor-led training using Microsoft Teams

Practical method: See it → Understand it → Practise it → Apply it → Check it

Materials: Course manual and electronic Certificate of Attendance

Tailoring: Corporate group training can place additional emphasis on finance, budgeting, sales, operations or other business functions.

Advanced Excel pathway

Level 1 — Formulas, Data & Reporting

Calculate, analyse and report. Build reliable formulas, work more effectively with business data and turn larger datasets into useful information. [View course](#)

Level 2 — Business Modelling (this course)

Model and decide.

Level 3 — Modern Excel 365

Modernise the way you work. Use newer Microsoft 365 Excel capabilities, dynamic formulas and modern approaches to business data. [View course](#)

Level 4 — Excel for Analysts

Consolidate, clean, reshape, summarise and calculate business information using modern Excel analysis techniques.

Power Query — Data Preparation & Reporting Automation

For users who repeatedly import, clean, restructure or combine the same data every reporting cycle and need a repeatable process.

Next step

To book this course for your team, or to discuss a version tailored to your organisation, contact Arnold Muscat on 083 778 4903 or sales@collegeafricagroup.com.

Course page: collegeafricagroup.com/advanced-excel-part-2/ | [What our clients say about us](#)

Regards

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