

GENERAL INFORMATION

The Excel course was created in a hands-on case study format by highly skilled professionals with extensive experience in consulting, valuation, acquisitions, development, finance, and asset management. The classes are taught by experienced practitioners to a small class size to encourage interaction & participation. Our staff offers ongoing support and assistance after the training day ends.

COURSE DESCRIPTION

This intermediate level course provides a foundation to understand and design sophisticated Excel worksheets.

Learn to design consistent, accurate and auditable spreadsheets using best-practices

Learn key commercial real estate valuation concepts and apply them to your spreadsheets

INTENDED AUDIENCE

Excel for Commercial Real Estate is intended for any commercial real estate professional including:

Analysts	Business School Students
Appraisers	Property / Asset Managers

Excel for Commercial Real Estate empowers job seekers with new skills, facilitates the rapid education of new hires and provides insight for those seeking to expand their Excel skills.

WHAT TO EXPECT

- Classes held at our downtown Chicago office
- 8 attendees maximum per class
- Payment required on or before training date (check or credit card)
- Class hours are 9:00AM to 5:00PM
- Continental breakfast is included

Attendees receive our custom Excel for CRE Training Manual, which includes examples of formulas and summary of functions plus the sample models and a one-page Quick Reference Sheet, focusing on tips and tricks used within the industry.

AGENDA

Best Practices

Following Best Practice when Modeling

- Excel Settings
- Data Formatting (Borders, Font)
- Data Input (input ranges, color coding)
- Workbook Structure
- Function Structure (using named ranges, etc.)
- Ability to Audit
- Other Topics

Organizing & Manipulating Data

- Function review (Lookups, concatenate, indirect, sorting, filtering, etc.)
- Specific Exercise / Case Study

Objective: Combine multiple cash flows or data points into a flexible worksheet. Learn to analyze and stratify data into various components.

Real Estate Finance & Valuation

- Function review (IRR, NPV, XIRR, PMT, EDATE, etc.)
- Multiple exercises / Case Study

Objective: Taking a property cash flow and creating a flexible and dynamic valuation model utilizing numerous functions.

Additional Concepts

- 'What-If' Scenarios
- Sensitivity Analysis
- Data Tables

2015 DATES & DETAILS

Feb 18 th	Aug 12 th
May 13 th	Nov 11 th

- Group discounts available
- Customized on-site training also available
- 10 business days notice to cancel w/ full

SOFTWARE: **REALOGIC ABSTRACT®** | **REALOGIC TOOLS®** (ARGUS to Excel) | **REALOGIC BUDGET®**

SERVICES: Lease Abstracting | Valuation & Underwriting | Strategic Real Estate Advisory

TRAINING: ARGUS Valuation - DCF | Excel for Commercial Real Estate

230 West Monroe St Suite 1000 Chicago, IL 60606 ph. (312) 782-7325 fax (312) 782-5194
www.realogicinc.com