

Portfolio Management: Par Excel-lence

Unleashing the Power of Excel



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Offered through the Public Treasury Institute

Excel Tips

(1) Add-in Power: In Tools-->Add-ins drop-down menu check “Analysis ToolPak”, “Analysis ToolPak - VBA” and “Solver Add-in”. These will turn on many statistical functions and allow you to setup problems for optimization analysis using the “Solver Add-in”.

(2) Template Models: Setting up a spreadsheet to solve a problem that you intend to solve again? Save it as a “Template” from the File-->Save As drop-down menu. The basic problem is now at your fingertips.

(3) Conditional Formatting: It can be very helpful to have a certain cell or range change colors based on the value in a cell. Select a range on the spreadsheet and choose the Format-->Conditional Formatting drop-down menu to apply color and font changes based on values in the selected range. For example, to have every other row change to a certain color choose “Formula Is” from the Conditional Formatting dialog box and type “=MOD(ROW(),2)” in the field to the right (without the quotes) then choose the formatting you wish to use from the Format button.

(4) Named Ranges: When building formulas that pull data from other cells it can add a great deal of clarity to the formula to have the cells named for the data that they contain. For example, if cell B1 contains revenue and C1 contains expenses with the formula in cell A1 containing “=B1 – C1” it would be nice to read the formula in A1 as “=Revenue – Expenses”. This can be done by selected cell B1 and then choosing the Insert-->Name-->Define drop-down menu sequence and typing “Revenue” (without the quotes) in the first entry in the “Define Name” dialog box. Select cell C1 and do the same by naming it “Expenses”. Type “Revenue” and “Expenses” (without the quotes) in every formula that needs to reference these numbers in your workbook.

(5) Expert Help Online: Visit <http://peach.ease.lsoft.com/archives/excel-1.html>, then search the archives of the Excel-List and sign up to receive a condensed version of discussions about Excel features.

About the Instructor

Kevin Webb, CFA, Senior Vice President, Public Funds Group, Stanford Group Company

Kevin presides over all trading and analytics for Stanford Public Funds Group. He has devoted 12 years to developing infrastructure for advanced bond analytics and unique client-side portfolio management. In addition to working with public fund investors he speaks regularly at association meetings representing treasury and finance officials. As an instructor for the Public Treasury Institute, Kevin teaches courses nationally on the power of excel and investment plans for public funds. Kevin may be reached at 888.305.1900 or kwebb@stanfordeagle.com

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