

## MICROSOFT EXCEL TOOLS AND FORMULAS FOR ACCOUNTANTS

|                 |  |
|-----------------|--|
| No. of Days     | Two Days   |
| Time:           | 9:00 AM to 5:00 PM   |
| Venue and Date: | Fairway Hotel, Kampala, 9 <sup>th</sup> to 10 <sup>th</sup> March 2017 |
| Course Fee      | <b>UGX 650,000</b> Per Participant                                     |

### Introduction

Microsoft Excel has become the tool of choice for accountants and business professionals. With so much choice, power and functionality to consider, Microsoft Excel is the number one reporting tool of choice for most accountants in any size of organization. Many Accountants have been using Excel for years, but most are not fully exploiting the power and functionality of this tool to simplify their accounting/workplace roles.

This course is designed to build accountants awareness of the commonly utilized, yet powerful, functionality of Excel while revealing advanced capabilities that are seldom used. We have integrated basic and advanced Microsoft Excel features and customized the course content to accounting to ensure accountants get maximum benefit and be able to simplify their tasks as well as increase their productivity at work.

### Objectives

- To equip accountants with in-depth knowledge of the relevant and advanced features in Microsoft Excel.
- To enable participants, apply advanced Microsoft Excel features to accounting routines for higher productivity gains.

### What you will learn

This course will make use of case scenarios, to share with participants our knowledge and experience in business intelligence, from turning raw data into useful business information to analyzing the business data for reporting and decision making. Some of the topics that will be covered in this course include:

- Excel Basics like Cell Referencing and order of operations and why accountants need to pay attention to them.
- How to effectively manage and report on accounting data in Excel.
- Date Functions and why they are important in accounting and data analysis.
- How to Import, Clean and Consolidate accounting using Excel.
- How to use Excel LOOKUP functions to manipulate accounting data.
- How to identify and manage duplicate data in Excel
- How to apply Excel Tools like Filters and Subtotals to Accounting data
- How to use Logical and Conditional formulas such as IF, AND, SUMIF etc to manipulate accounting data.

# Microsoft Excel For Accountants

**Bill Jelen**



## **Microsoft Excel For Accountants:**

**Microsoft Excel for Accountants 'part 1'** Olawunmi Balogun,2020-01-17 The content of the book is designed to be useful for people who have previously used earlier versions of Excel and for people who are discovering Excel for the first time and the Excel version used in this book is Excel 2016 In other words this book will boost your proficiency in using Excel and also help you to understand Windows the operating system in which Excel runs to enable you to manage files properly and also to control your printers The book also describes the analysis of financial data and figures summarising the raw data into an alternative perspective of the same source information Taking up a profession as an accountant you will need to have a detailed understanding of how to interpret figures and also how to communicate these to the non financial members of the management team where you work This book further broadens your knowledge about the new information discovered This book is designed to teach and equip you with the necessary Excel skills that will help you become a professional spreadsheet user The book is split into five sections so that it can be easily accessible they are Section One Windows and Information This section describes and evaluates the hardware components which are controlled by the operating system introduces you to the hardware components that are very vital and needed in using the operating system It will enlighten you more about the various Excel menus that are available With the knowledge gained from these two chapters we will be able to process data into information This section stands as the foundation of this book and will help us accomplish the other tasks in the following chapters Section Two Excel Data and Tables This section begins with the knowledge acquired from section one It includes how to process Excel data into Excel information by using PivotTables It will also give you insights on how to use filters and slicers Finally it will broaden your knowledge about data tables and how to use conditional formatting Section Three Reports and Charting This section reviews and explains how to use solvers and scenarios with appropriate profit and loss examples It will also teach you how to chart data and familiarize you with the charting toolbars In the next section we will look at more awesome features of charting Section Four Forecasting and Financial Statements This section further broadens our knowledge about charting and maps based on the tutorial of the previous section It will also enlighten us more about the forecasting tools that are available to us in Excel Finally it will introduce us to financial statements with Excel which will be of utmost help to us in section five of Part 1 and both section one and two in Part 2 Section Five Trial Balance and Balance Sheet This section covers and teaches you how to adjust the trial balance from a random pool of data and how to update the data in the trial balance The trial balance created in this section will be used to prepare a balance sheet in this section and an income cash flow statement in Part 2 The audio video recordings for this book can be found at [https://www.udemy.com/courses/search?q=Microsoft Excel for accountants](https://www.udemy.com/courses/search?q=Microsoft%20Excel%20for%20accountants) src sac kw microsoft excel for accountants **Microsoft Excel for Accountants 'part 3'** Olawunmi BALOGUN,2020-01-18 The content of the book is designed to be useful for people who have previously used earlier versions of Excel and for people who are discovering Excel for the first time and the Excel

version used in this book is Excel 2016 In other words this book will boost your proficiency in using Excel and also help you to understand Windows the operating system in which Excel runs to enable you to manage files properly and also to control your printers The book also describes the analysis of financial data and figures summarizing the raw data into the alternative perspective of the same source information Taking up a profession as an accountant you will need to have a detailed understanding of how to interpret figures and also how to communicate these to the non financial members of the management team where you work This book further broadens your knowledge about the new information discovered This book is designed to teach and equip you with the necessary Excel skills that will help you become a professional spreadsheet user The book is split into five sections so that it can be easily accessible they are Section One Visualization In this section we are going to look at the VBA Control Centre and learn a bit about how to use it we will also learn how to build a VBA control center from scratch We will also look at an alternative to the VBA Control Center which is Excel Reporting Dashboard We will create a basic Excel Reporting Dashboard from our available Data Table PivotTable and charts created in Part 2 of this book for us to introduce the topic In Section Four and Five we will create a unique and mind blowing Dashboard Section Two The What If Model This section begins with a sales and production meeting for us to collect the historical pricing data that we need We will also look at how to build and analyze the What If Model based on the historical data that we have gotten And we will end this chapter with how to hyperlink between PowerPoint and Excel we will also see how awesome it is to run the program after hyperlinking Section Three Consolidations This section reviews and explains the concept of consolidation from a broader point of view identifying and explaining a confusing phenomenon between normal excel consolidation and consolidation of accounts Section Four Management Meeting This section focuses on how to present our dashboard efficiently and effectively so that it will be able to capture the required information that we need in our finance and marketing meeting This section ends with how to create a professional or an advanced excel dashboard with the use of formulas data validation sparklines etc In Section Five we will look at how to create a very colorful dashboard with the use of tables charts etc Section Five Final Meeting This section analyses and broaden our knowledge of how to create a very colorful dashboard with conditional formatting and the use of charts It will also give you an idea of how to use sparklines and it will teach you how to locate the magic camera in excel Lastly this section ends with an executive meeting where we will present our financial performance dashboard

Microsoft Excel for Accountants 'part 2' Olawunmi BALOGUN, 2020-01-18 The content of the book is designed to be useful for people who have previously used earlier versions of Excel and for people who are discovering Excel for the first time and the Excel version used in this book is Excel 2016 In other words this book will boost your proficiency in using Excel and also help you to understand Windows the operating system in which Excel runs to enable you to manage files correctly and also to control your printers The book also describes the analysis of financial data and figures summarizing the raw data into the alternative perspective of the same source information Taking up a profession as

an accountant you will need to have a detailed understanding of how to interpret figures and also how to communicate these to the non financial members of the management team where you work This book further broadens your knowledge about the new information discovered This book is designed to teach and equip you with the necessary Excel skills that will help you become a professional spreadsheet user The book is split into five sections so that it can be easily accessible they are Section One Financial Statements Core In section five of Part 1 of this book we introduced financial statements and went on further to elaborate and explain how to create a balance sheet from our Trial Balance data In this section we will discuss how to create an income statement from the Trial Balance data and cash flow statement from the Balance Sheet We will then end this section with how to create a note worksheet Section Two Analyzing Financial Statements and PowerPoint Introduction This section includes analyzing financial statements and also calculating the ratio analysis based on the financial statement created in Part 1 and 2 It will also teach us how to analyze data from the trial balance adjusted in Part 1 and present it in our profit center Lastly it will introduce us to PowerPoint presentations Section Three Presenting the Information This section reviews and explains the PowerPoint menus in detail for us to get familiar with the functionalities of PowerPoint It will further enlighten us about the PowerPoint report structure Finally we will look at how we can use the PowerPoint report structure to give a wonderful presentation with the ultimate slide show In Part 3 We will look at how to hyperlink between PowerPoint and Excel Section Four Whatsits Analysis This section introduces us to Whatsits analysis and also how we can present the whatsit model report to management through appropriate report structures It will also introduce us to the historical data that we are going to be analyzed in Section Five Section Five Presenting the Historical Data This section analyses and broaden our knowledge about how to present the information in tables and charts so that it can be used for quick decision making and also for future reference We will also look at the second stage of how we can present the historical data in the form of a unit table and then finalize it in the third stage The tables and charts in this section would be used to prepare our Excel Reporting Dashboard in Part 3

**Excel Accounting** Carol Yacht, Michael Fujita, 2004-04 Teaches you how to use the spreadsheet program Microsoft Excel This book helps you develop spreadsheets to practice accounting procedures

Microsoft Excel for Accounting Katherine T. Smith, L. Murphy Smith, Lawrence C. Smith, 2002 Introduces the fundamental tools and techniques available in Excel Provides step by step examples and applications

**Microsoft Excel for Accounting** Katherine T. Smith, L. Murphy Smith, Lawrence C. Smith, 2003 For Computerized Accounting Introduction to Management Accounting and Cost Accounting courses This text introduces accounting students to the fundamental tools and techniques available in Microsoft Excel spreadsheet software Completing assignments using Excel enables students to work more efficiently while enhancing their understanding of managerial and cost accounting concepts The text provides detailed instructions for using Microsoft Excel and applications are presented that pertain to specific managerial and cost accounting topics

**Excel for Accountants** Conrad Carlberg, 2010-07-30 Accounting professionals learn how to get the information

they need fast with this guide to Excel features that manipulate and sort financial data Comprehensive but concise chapters explain how to automate the entry of common business formulas how to use pivot tables to extract details how to develop inventory depreciation and financial summaries and how to set up other standard financial calculations Excel for Accounting & Finance Professionals John Masui,2009-09 Microsoft Excel is a rich and powerful tool but learning how to take advantage of its features or transition to the latest version can feel daunting For many Accounting and Finance professionals this can mean a lot of wasted time and frustration Excel for Accounting Finance Professionals aims to provide a quick and easy to use guide to help you get more out of Excel and it will even assist those struggling with transitioning to the latest version of Microsoft Excel Give our easy to follow tips and shortcuts a try and you ll be more productive in no time The ultimate goal is to save people time so that they can focus on more important things in life To insure the maximum level of understanding when learning how to effectively use Excel there are additional training materials such as video clips and sample Excel files available at [www.trufflesoft.com](http://www.trufflesoft.com) xl4pros Need more help We also have instructor led online training and limited engagement consulting Secrets of Excel and Access for Accounting! Andrei Besedin,2018-01-27 Secrets of Excel and Access for Accounting It is no longer a secret that Microsoft Excel and Access are invaluable tools that help you process data sets that are complicated As an accountant mastery of Excel and Access is a skill you must have and it is also a key to your professional growth Of course you can get the job you really want by knowing the secrets of excel and access and also developing superior skills in them Knowing this we decided to come up with a powerful short book that will show you the secrets embedded in Microsoft Excel and Access The title of the amazing product is Secrets of Excel and Access for Accounting There is little to what you can benefit from this book From finding financial insight and analysis easy to compiling non numerical data and crunching numbers Microsoft Excel and Access continues to benefit the financial and accounting field Some of the benefits you can derive by purchasing this unique short book are It has a good and outstanding navigation index so it can be used as a reference guide You will get to have a good knowledge of the secrets of excel and access for accounting which will offer you the ability to undertake intensive quantitative analysis It offers clear and popular step by step approach which makes explanation easy to follow Each paragraph anticipate any likely questions that might be bothering you about Excel and Access for Accounting Reading it saves time giving you the chance to put what you have read into practice You don t need to spend all the money on you before getting this book It is affordable and suitable for all budgets You can save 1000 by buying this book No doubt the result you will get from this book is worth more than its price We admit the fact that this incredible and powerful book might not contain all extensive information about Excel and Access Our goal is to make sure you have a good knowledge of the Secrets of Excel and Access for Accounting put them to practice and attain a professional growth The more you delay purchasing and making use of the secrets in this book the more you are liable to remain in a single spot in your profession as an accountant Why not choose a winning side when you can To know the secret

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efficiently while enhancing their understanding of specific AIS and auditing course concepts As students learn through  
experience by following directions and creating the example worksheets they also increase their computer competency

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Haskins Jr.,2013-04 Not just another Microsoft Excel Book This book teaches the essential tools found in Microsoft Excel to  
solve business finance and accounting problems Formulas Functions Pivot tables Charts Macros and creating User Defined  
Functions using VBA are covered in this text      **Excel University Volume 2 - Featuring Excel 2013 for Windows** Jeff  
Lenning,Jeff Lenning Cpa,2013-11-07 Building on the firm foundation established in the first volume the second installment  
in the Excel University series continues to explore the Excel features functions and techniques relevant to accounting and  
finance professionals Volume 2 focuses on how to automate recurring use reports Amounts in hands free reports update the  
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turning it into useful information quickly Topics include perfectly sorting with one click every time matching lists of data data consolidation data subtotals pivot tables and much more

## Whispering the Techniques of Language: An Mental Journey through **Microsoft Excel For Accountants**

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