

Course title: Excel – Tools, Tips and Techniques for CPA's

CPE Credit: Recommended 4 Hours - Specialized Knowledge and Application

Delivery method: Group –live demonstration and discussion using computer projection. Laptops recommended.

Program level: Basic

Prerequisite: A basic knowledge of Excel

Advanced preparation: None

Designed for: CPAs who want to learn more about Excel's features and how to use them effectively.

Course Overview:

- How many ways do you know how to copy?
- Shortcuts on selecting and formatting data and other useful information
- Audit Tip - Got lots of formulas and/or linked sheets? Learn about the Watch Window and Evaluating a Formula
- Discuss benefits of range names and absolute cell references
- Subtotals
 - How to create them
 - How to nest them
 - Learning how to copy subtotals to other worksheets and files
- How to match data from 2 files -looking up data
 - Use Vlookup
 - Learn how to get rid of those nasty #N/As using IFERROR
- Import Your Data Using Text to Columns
 - Use Text Commands to Join or Separate Text
- Analyze Your Data by Filtering it
 - Find Duplicates or Unique Values
 - Use Excel 2007's Remove Duplicates Feature
- Link your Excel charts into PowerPoint the most efficient way
- Overview the basics of Pivot Tables
 - Transform volumes of data into trends and patterns