

Effective Accounting with Microsoft Excel 2013

Microsoft Excel is a popular tool in the world of business accounting. Many companies have been taking advantage of Excel's financial management capabilities, and there are a number of examples of companies that have opted for Excel over other business tools.

Although many businesses believe they are familiar with Microsoft Excel's functions, there are a number of things that they may be missing out on if they aren't staying up to date. Exploring some Excel tips for productivity will help businesses reap benefits from using Excel during this training. This training provides you with the knowledge of using formulas in your accounting work as well as the ability to expand your Microsoft Office Excel knowledge.

Prerequisites

Before attending this course, students should have experience:

- A basic working knowledge of Microsoft Office Excel

Who should Attend?

This course is intended for all Excel users.

Course Details

Duration	: 2 days
Time	: 9am - 5pm
Schedule	: 12 - 13 August 19 - 20 October 16 - 17 December
Price	: RM 1,060 per person

Course Content

Module 1: FORMULAS AND FUNCTIONS BASIC

This module explains how to create basic formulas. The concept of cell referencing is introduced, including relative, absolute, and mixed references. Other tips and tricks on creating formulas fast, such as copying formulas without changing cell references, transposing formulas, pasting formulas as values, and performing quick calculations, is also presented. Finally, students are exposed to techniques for creating nested functions in formulas.

Lessons

- Introduction Formula Basics
- Use Cell References
- Copy a Formula Without Changing Cell References
- Transpose a Formula
- Copy and Paste Values
- Perform a Quick Calculation
- Use Nesting Functions

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Module 2: STATISTICAL AND LOGICAL FUNCTIONS

This module explains how to use statistical functions like COUNTIF, SUMIF, and AVERAGEA. This module also introduces logical functions such as IF and ISERROR, and how to use logical functions in nested conditions.

Lessons

- Use COUNTIF to Calculate Survey Results
- Use SUMIF to Add Data That Satisfy Conditions
- Use AVERAGEA to Include All Cases
- Use IF Function to Prevent Division by Zero
- Use ISERROR Function to Avoid Error Display
- Create Multiple Conditions Using Nested IF

Module 3: TEXT FORMULAS

This module explains how to use text functions to manipulate text in Excel. This module will show how to use functions like UPPER, LOWER, and PROPER to change case of text. Students will learn how to use text operators to join text and formatted numbers. Students will also learn a variety of functions such as LEFT, RIGHT, and MID, and formula techniques to convert text format into numbers, break imported text into columns, and extract words into columns.

Lessons

- Change Case of Text
- Join Text and Formatted Numbers
- Convert Imported Text Format into Numbers
- Break Imported Date Field into Individual Columns
- Extract a Name Field into Three Columns

Module 4: DATE and TIME FORMULAS

This module explains how to use date and time functions to accomplish a variety of tasks such as adding a number to a date to get new dates, calculate the difference between two dates, and perform time field calculations.

Lessons

- Add a Number to Current Date to Get New Dates
- Calculate a Period of Time Between Two Dates
- Perform Calculations with Time Fields

Module 5: EFFICIENCY TIPS

This module explains how to use some tips and tricks in making the formulas you created in the previous modules better. Tips such as reducing calculation time, entering formulas quickly, and checking and reducing errors in formulas are presented.

Lessons

- Reduce Formula Recalculation Time
- Enter Formulas Quickly by Shortening Sheet Names
- Select and Protect Cells Containing Formulas
- Reduce Data Entry Errors by Using Data Validation
- Display and Print Formula Syntax
- Use Auditing Tools to Check for Errors
- Check Data by Using Trace Precedents
- Use Comments to Annotate Your Worksheet

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