

Excel Financial Reporting and Analysis

Date:	September 18, 2019	Price:	\$ 375.00 + HST
Time:	9:00am – 5:00pm	CPD Credit Hours:	7 hours
Location:	The Hotel on Pownal	Advanced Prep:	None
Instructor:	Ward Blatch, CPA, CA K2E Canada Inc.	Level:	Advanced

Microsoft Office Excel is a powerful tool for analyzing financial data and preparing financial reports and if you are ready to harness the power of Excel for financial reporting and analysis, then this program is for you. In this course, you will learn how to put Excel to use to deliver accounting and financial solutions in critical areas such as formatting reports and financial statements using advanced techniques, assembling and printing reports and schedules, and using templates to automate reporting processes. You will also learn options for consolidating financial data from multiple sources, how to create Excel visualizations to improve reader's comprehension of financial information, and advanced data analysis techniques such as PivotTables connected in real-time to your accounting database.

Like most powerful tools, Excel contains features and functions useful for reporting and analysis that are not immediately obvious to many users. In this course, you will uncover many of these hidden features to help you prepare computationally accurate and aesthetically pleasing reports in far less time than you might imagine possible. You do not want to miss this opportunity to learn how to take advantage of Excel to overcome many of the reporting and analysis obstacles currently facing you.

Learning Objectives

Upon completing this course, you should be able to:

- ✓ Implement techniques such as Custom Formats, Conditional Formatting, and the Accounting Format for formatting financial statements and other Excel-based reports more efficiently
- ✓ Identify opportunities to streamline report assembly and printing with tools such as Camera, Custom Views, linked and embedded

objects, and working with Excel-based reports saved as PDF documents

- ✓ Differentiate between Excel's default templates and templates for financial reporting and analysis; create templates and apply them to financial reporting and analysis situations
- ✓ Apply Excel features, such as Sorting, Data Tables, Subtotal, Filters, and PivotTables to aid in financial reporting and analysis
- ✓ List and apply four techniques for consolidating data in Excel
- ✓ Create visualizations in Excel to aid in communicating financial data information to consumers, including differentiating between different types of charts and identifying the circumstances under which certain types of charts are preferable

Course Information

Instructional delivery method: This course will be taught in Excel for Office 365 with reference to the differences to Excel 2010 and subsequent. The program focuses on Excel for Windows and we encourage you to bring your windows laptop equipped with Excel 2010 or newer to follow along with the instructor.

Prerequisites: Fundamental knowledge of Microsoft Office Excel 2010 or newer

Who should participate: Accounting and financial professionals desiring more knowledge in using Excel for financial statement preparation and analysis. The program focuses on Excel for Windows, but many of the features can be found in Excel for Mac.