

Excel Tips, Tricks & Techniques for Accountants

Date:	September 17, 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

Excel is the accountant's tool of choice for analyzing and reporting financial data, yet many use time-consuming and error-prone processes to complete everyday tasks. Regardless of your level of experience, if you use Excel, you need this course to learn more efficient and effective ways to work with Excel. In this course, you will learn countless tips, tricks, and techniques to improve your general level of productivity, reduce the amount of time you spend on mundane tasks, such as formatting, and customize Excel for greater accuracy and efficiency. You will also learn valuable formula-building skills, best practices for linking Excel data from other worksheets and workbooks, and how to streamline report generation and printing processes.

Throughout the program, your K2 instructor will reinforce key learning points with practical, real-world examples that will improve your understanding and comprehension of the topics presented. This highly acclaimed course draws on over twenty-five years of experience in delivering spreadsheet training to accounting and financial professionals, which assures you of the relevance and usefulness of the information and guidance provided during the program.

Learning Objectives

Upon completing this course, you should be able to:

- ✓ Identify situations in which various Excel features can increase productivity and apply each of these techniques in context, such as Freeze Panes, Split Windows, selecting cells with special characteristics, AutoCorrect, the Office Clipboard, and Paste Special
- ✓ Implement tools and techniques for formatting data in Excel, including multiline column headings, the Accounting Format, custom date and number formats, and Conditional Formatting

- ✓ Customize Excel's user environment, including the Ribbon and the Quick Access Toolbar, adjust Excel's Options to improve efficiency, and create and use Templates to increase efficiency and productivity
- ✓ Utilize various formula building tools to create formulas more efficiently and create various types of formulas, including formulas to manipulate text and dates, formulas containing VLOOKUP and HLOOKUP functions, formulas that contain conditional calculations, and formulas that contain circular references
- ✓ Link data across multiple Excel worksheets and workbooks, update and manage links, and create sum-through formulas and rolling reports
- ✓ Implement procedures for producing Excel-based reports, including adjusting print settings, using the Camera feature to create report forms, and working with Custom Views to automate print settings

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 who want to learn how to use Excel more efficiently and effectively. The focus of this session is on Excel for Windows; however, many of the Excel features discussed are also available in Excel for Mac.