

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 th to 10 th March 2017
Course Fee	UGX 650,000 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.

- Analyzing data with PIVOT Tables and PIVOT Charts
- Using SLICERS, TIMELINES and SPARKLINES as analytical tools
- How to create great looking charts and knowing when to use a particular chart type.
- Comparing lists of Data
- Using Conditional Formatting to make quick sense of your data
- Page settings, Text and Number formatting in Excel
- Protecting Excel workbooks and worksheets

Who Should Attend

This course is best suited for accounting staff who use Excel on a regular basis. However, anyone involved in managing and analyzing data is encouraged to attend.

Methods of Payment

RTGS, EFT, Telegraphic Transfer or Bank Draft in favor of DATAHOUSE Business Solutions, Account No 0121152307200, Housing Finance Bank Ltd Kololo Branch. SWIFT CODE: HFINUGKA

Terms and Conditions

- Course is subject to a minimum participation of 10 and a maximum of 30 participants
- Confirmation is by local purchase order or upfront payment 5 day before date of commencement.
- Cancellation of booking should be done at least 72 hours before commencement of training.
- DATAHOUSE Business Solutions reserves the right to change or cancel any course or trainer, in light of unforeseen circumstances.

For booking, Contact

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