

Microsoft Excel: Tips and Tricks for Accountants and Auditors

Continuing Professional Development

Instructor:

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The excel seminar has been designed to develop excel skills specifically designed for audit and accounting. The seminar also intends to cover some predeveloped schedules that are commonly used in accounting and audit.

Upon completion of this seminar, participants will be able to use basic excel functions, perform data processing and analysis in an efficient and effective manner. In addition, they will improve their skills need to validate data, prevent errors in spreadsheets and create automation.

Who should attend the seminar?

The seminar is addressed to accountants and auditors with limited knowledge and experience in using excel to analyze, validate and summarize data in an efficient and effective way.

9 June 2023
9:00-13:30 (4 CPD Units)

Registrations:
Fee: €150
Click [here](#) to register

SEMINAR PROGRAMME

		Microsoft Excel: Tips and Tricks for Accountants and Auditors
Time	Duration	Description
09:00 – 10:10	1:10	Section 1: Excel Basic Functions <ul style="list-style-type: none"> Sum, sumif, vlookup, hlookup, count, countif, sumif, IRR, NPV, help function
10:10 – 10:25	0:15	C O F F E E B R E A K
10:25 – 11:25	1:00	Section 2: Data Processing and Validation <ul style="list-style-type: none"> Date processing: filter/sort, left/right/mid, concatenate, text to column, Group/ungroup, freeze, reference, merge cells, Data validation: validation controls, validation errors
11:25 – 12:05	0:40	Section 3: Pivot Tables and More Advanced Functions
12:05 – 12:20	0:15	C O F F E E B R E A K
12:20 – 13:20	1:00	Section 4: Practical Application in Audit and Accounting <ul style="list-style-type: none"> Loan schedule Audit of companies for many years Aging of receivables and inventory Preparation of reporting package Identification of obsolete inventory Formatting a messy TB
13:20 – 13:30	0:10	Tools and Resources Questions and Answers
Total Net Duration	4:00	END OF SEMINAR

Certification:

All participants will be awarded a certificate. Each hour of attendance will account for one unit of Continuing Professional Development (CPD) as required for members of most professional bodies.

In-house Seminars:

Globaltraining has been cooperating with many companies in Cyprus and abroad for covering their in-house training needs. Some of these companies are large multinational companies with presence in Cyprus and abroad. The clients we serve include a wide range of industries, including banking, accounting and audit, investment services firms, telecommunication, construction and retail. Tailor-made seminars are offered upon request from clients.