

Excel for Accountants

As former accountants we know how important Excel is to your transaction processing, research, and analysis, each and every day. We also know that no-one has the time to figure out all the best ways to do what they do in Excel, let alone explore additional features. So, we've done that for you! Prepare to be "wowed" but how much faster you can manipulate your data, find answers, and summarize and visualize your analytics.

Class topics

- Data Manipulation and Formatting
- Data Analysis
- Lookups and References
- Key Functions
- Pivot Tables and Pivot Table Wizard
- Basic Charts/Graphs

Who Should Attend?

Anyone on the Finance/Accounting team interested in increasing their efficiency with Excel and improving their analytical and reporting skills.

Learning Objectives:

At the end of this class, participants will be able to:

- Identify key opportunities to increase their use of Excel
- Identify new data manipulation and analysis functions within Excel to use in one's processes
- Explain what Pivot Tables are for and the options for producing them
- Identify the types of graphs available and how to produce key graphs on the first try

Field of Study: Computer Software & Applications

Program Level: Basic

Prerequisites: None

Advanced Preparation: Each student will receive via email connection instructions to their individual virtual classroom link and hands-on practice environment shortly before class. Connections to both resources should be tested before class. We recommend using a second monitor while attending class.

Delivery Method: Group Internet-based

CPE Credits: By participating in this class, you are eligible to earn up to 4 CPE credits which will be distributed following class completion. In order to be awarded the full credit hours, you must notify your instructor of your intention to request credit before the start of the first class. To receive CPE credit, you must be present and actively engaged, which will be verified using polling questions and other means. You will not receive CPE credit for any portion of the class that you do not appear fully engaged.

Version: This class is taught in Microsoft Dynamics 365 Business Central.

Learning environment: As experienced trainers of adult learners, we understand how to make training “stick”. We use proven practices to make sure you retain what you learn and are fully equipped to immediately apply what you discovered in class. Each day, you will spend more than 50% of your time doing hands-on exercises in our simulated learning environment.

Refund and Cancellation Policy: Please refer to our Refund and Cancellation policy [here](#).