

# 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.

13 June 2024  
9:00-13:30 (4 CPD Units)

**Registrations: Fee:**  
€160

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**SEMINAR PROGRAMME**

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

**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:**

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