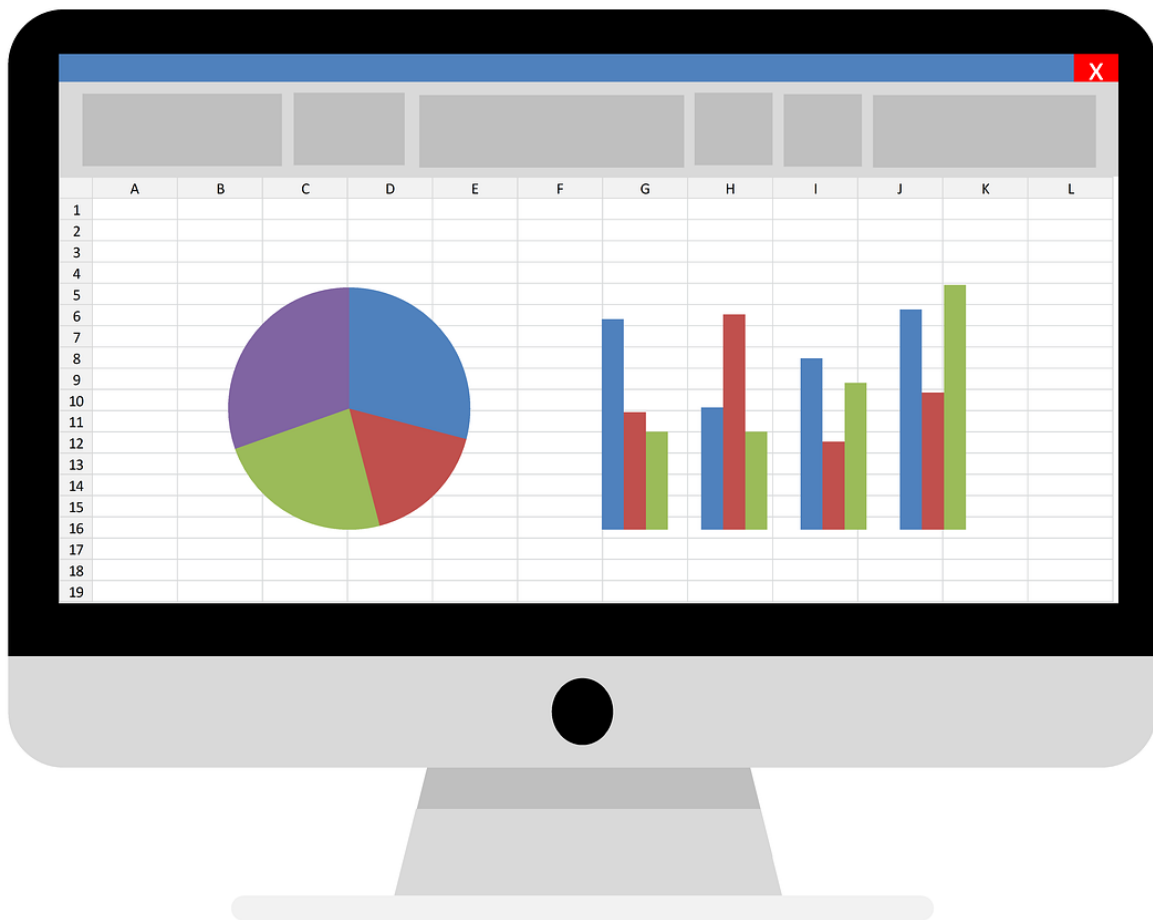


MICROSOFT EXCEL FOR ACCOUNTANTS



I-Grow Venture Ltd

Contacts: 7998677 or visit www.businessingambia.com

Course Overview

Mastering Excel is essential for every professional accountant as it helps to improve productivity. Excel is a common spreadsheet that can be used for performing data analysis and presentation. It is also very useful for non-numerical applications.

This course focus on sharing some of the best productive hacks for finance and accounting professional using Microsoft Excel. This course is designed for accountants. It takes the powerful features of Excel and how accountants can apply them to become more accurate and more efficient.

DATE : 21st – 23rd August 2019

VENUE : Senegambia Beach Hotel, The Gambia

REGISTRATION FEE : D15,000

Course Objectives

By the end of the course, participants will be able to

- Learn advanced Excel features useful for finance and accounting professionals such as data validation, conditional format,
- Work with Excel techniques to improve productivity
- Perform data analysis using tables, Pivot Table and charts.
- Prepare financial statements from a trial balance with a simple data refresh
- Perform What if analysis such as goal-seeker, data table and scenario analysis
- Introduced to concept of VBA Marco to appreciate automation in Excel

Registration at

<https://businessingambia.com/registration>

Or Contact us 7998677

Course Details

Part A : Data Entry

1. Data Entry

- Data Entry Form
- Built-in List
- Build a custom list
- Data Validation (Number, List, Date range etc.)
- Name Range
- Array (single cell, multiple cell)

2. Excel Functions and Formulas

- Relative and absolute reference
- Financial (NPV, IRR, Depreciation, loan calculation)
- Logical (IF, Nested IF, OR, AND, IFERROR)
- Text (JOIN, FIND, LEFT, MID, RIGHT, TEXT, UPPER, LOWER, CON etc.)
- Date and time (EOMONTH, TODAY, WEEKDAY etc.)
- Reference (VLOOKUP, INDEX, INDIRECT, MATCH)
- Mathematics (ABS, PRODUCT, RAND, ROUND, SUMIF, SUMIFS, SUMPRODUCT, COUNTIF, COUNTIFS)
- Statistic (AVERAGE, COUNT, CORRELATION, MAX)

3. Data Cleaning and Filtering

- Auto filtering Excel Lists
- Using AutoFilter Options
- Using the Custom Criteria

- Getting More from Advanced Filter
- Remove Duplicate
- Data Sorting
- List Grouping or data consolidation
- Sub-total
- Special Paste (values, add, multiple, format)
- Highlight all formula (Go-To Special)

Part B : Data Analysis

4. Pivot Table

- Creating a Pivot table
- Updating summary calculations (SUM, AVG, PCT etc.)
- Calculated Fields
- Grouping (Manual, automatic, date)
- Design layout
- Remove totals from Pivot
- Style and Theme
- Analyze ledger movements
- Prepare Financial Statements
- Create a report for every customer

5. What-If-Analysis

- Scenario Manager
- Goal Seeker
- Data Table

Part C : Reports and VBA

6. Visualising Data Using Formatting

- Cell style
- Table style
- About Conditional Formatting
- Conditional Formats That Use Graphics
- About Number Formatting
- Creating a Custom Number Format

7. Excel Charts & Dashboard

- Introduction charts
- Types of charts
- Creating charts
- Combination chart
- Formatting charts
- Dashboards

8. Let's Use Excel

- Showing numbers in 1000
- Joining text with other information
- Add blank row after every data on the list
- Summary report using INDIRECT function
- Convert a text to different columns
- Insert header and footer to Excel page
- Printing options - Header and Footer
- YTD Budget extracts

9. Introduction to Macro

- Introduction to Macro
- Record first Macro
- Write the first Macro
- Add to a keyboard shortcut or ribbon

10. Q & A

Course Facilitator

Ebrima Sawaneh is a Fellow of Association of Chartered Certified Accountants (FCCA) with over 14 years accounting and finance experience in top commercial and investment banks such as Guaranty Trust Bank, Ecobank, etc. He currently works as Associate Vice President, Finance Division of an Africa focus infrastructure investment bank based in Lagos.

He has taught accounting, banking and finance courses at the Management Development Institute (MDI) and other tertiary institutions in the Gambia for more than five years. Ebrima has also delivered lectures on Personal Finance, Financial Management, Corporate Governance, Microsoft Excel and Financial Modelling across West Africa.

An Amazon international bestselling author and toastmaster, Ebrima is the Founder of I-Grow Venture, a consultancy, training and financial solution provider. I-Grow Venture owned the Gambia's premier business & personal finance blog www.businessingambia.com

Ebrima also holds a bachelor's degree (Hons) in Applied Accounting from Oxford Brookes University, a Master's in Business Administration (Finance) from the Edinburgh Business School and a Certified Islamic Finance Executive (CIFE).