

# *PwC Academy*

## **MS Excel 2007 for Business Analysts and Accounting Professionals**



PricewaterhouseCoopers LLC is an ACCA Registered Continuing Professional Development (CPD) Provider.



### *Training Objectives*

We offer comprehensive MS Excel training curriculum custom tailored to meet specific needs of accounting and finance professional. The training is designed to ensure the transfer of knowledge and skills required for efficient and effective work in MS Excel software.

The training agenda will include:

- Customising the software to the needs of a particular user
- Applying embedded Excel tools
- Working with large volumes of data
- Analysing data, including preparation of summary spreadsheets
- Verifying arithmetical accuracy

### *Training Fee*

The training fee covers training sessions, Q&A sessions and study materials.

Discounts are available on this and subsequent workshops upon enrolment.

### *Target Audience*

IFRS and Ukrainian GAAP accounting and finance professionals, business analysts

### *Practical Aspects*

We offer optional pre-enrolment free of charge knowledge background screening.

The training will deal with typical issues arising while working in MS Excel 2007 software. Application of tools and techniques learned will be illustrated by practical examples. User manuals and reference materials will be provided to students.

Tutors are the trainers with extensive experience both in tuition and in professional work (finance, business analytics, auditing).

### *Duration*

8 academic hours (1 day)

Open training course is held from 9.30 a.m. to 5 p.m.

### *Certificates*

Upon completion of the MS Excel 2007 for Business Analysts and Finance Professionals course, participants will be awarded the Training Completion Certificate.

CPD units: 8

**MS Excel 2007 for Business Analysts and Accounting Professionals training curriculum**

1	Software settings
2	Formulas
3	Various types of references
4	Names
5	Word processing tools
6	Reference and substitution tools
7	Logical tools
8	Error searching
9	Lists
10	Sorting
11	Preparing summary sheets
12	Summary sheet mapping
13	Protection of cells, sheets and workbooks
14	Verification of values
15	Conditional formatting

**Our contacts**

Our offices are located in the central part of Kiev.  
We offer training in the comfortable and fully equipped office space.

**Irina Blinova** – PwC Academy Leader, Ukraine.

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