

MS Excel for business analysts, finance and accounting professionals

Target audience

IFRS and Ukrainian GAAP accounting and finance professionals, business analysts.

Key syllabus areas

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

The training will deal with typical issues arising while working in MS Excel 2007/2010.

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).

Training objective

The training is designed for IFRS and Ukrainian GAAP accounting and finance professionals to equip them with advanced Excel knowledge and skills.

Key Areas:

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

Training in a corporate format

The seminar may be delivered in a corporate format specific to your industry and business goals and objectives of your organisation and may include an analysis of situations and processes tailored to your specific business needs.

Timing:

- ✓ Time: 9.30 am - 5.00 pm
- ✓ 1 day (8 academic / CPD hours)

Certification:

Upon successful completion of the training, students will be awarded Course Completion Certificates.

Date/time/location and content adjustment:

The organizers have the right to change or cancel the date, time, location and content if there is not enough demand for the training workshop or for other reasons beyond our control.



Training Course 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 office is located in the central part of Kiev. We offer training in the comfortable and fully equipped office space.

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