



Excel for Auditors

A specialised course empowering auditors with the relevant Excel skills to save valuable time when consolidating and analyzing audit information.

This workshop is available in:



Microsoft Office Excel 2003

and



Microsoft Office Excel 2007

Excel for Auditors will empower you to save valuable time by using this powerful tool more effectively when working with audit information, such as fixed assets. Unlike most advanced Excel courses, the Excel for Auditors programme is not a tour of functionality, but focuses on developing advanced understanding and practical know-how that will result in significant time-saving each month. The learning is experiential; therefore, all exercises and examples use auditing data that relates to practical situations.

These workshops are available online at www.alchemexacademy.com or can be run classroom based for groups of 6 or more people.

Who will benefit by attending this course?

Excel for Auditors aims to save auditor clerks and internal auditors, valuable time by providing specialized training on how to use this powerful tool more effectively and efficiently when working with audit information, such as fixed asset registers. By the end of the workshop delegates will have an excellent knowledge of the audit related functions within Excel.

Please Note: Intermediate Excel skills are required.

An excellent “Discovering Excel” course is available to bring skills up to the required level.

This workshop contributes 8 Verifiable CPD hours for SAICA members.

What do the workshops cover?

Session 1: Asset Register

- Working with Multiple Sheets
- Sheet Protection and Grouping Sheets
- Paste Special
- Nesting Functions and Absolute Referencing
- Logical, Lookup, Mathematical and financial Functions
- Named Ranges
- Conditional Formatting
- Auditing a Formula
- PivotTables
- Linking of Sheets
- Hyperlinks

Session 2: Customer Transactions

- Importing a Text File
- Text and Subtotal Functions
- Duplication
- Group and Outline
- Using Subtotaling
- Filtering Data
- Charts and Pivot Charts
- Macros

Course Duration

Online - Self Paced (Full day classroom equivalent)

Classroom - Full day (7:30 - 17:00)

References:

Sharmila Parekh (Audit Clerk), RI Kennedy & Associates

“I work with Excel on a daily basis, but I had no idea that Excel was such a powerful tool. This tool is essential to any clerk irrespective of their levels.”

Tobie Oosthuizen (National training manager), BDO Spencer Steward

“All the delegates walked away with an enhanced understanding of Excel. If this translates in a 10 minute a day savings it equates to almost 40 hours a year increased productivity.”