

# Must Know Excel Functions for CPAs

## Course Description

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This course explores functions in Excel that CPAs should use to enhance productivity and ensure accurate answers when working with data. Functions are built-in, preset formulas in the Excel program that calculate certain values or accomplish a certain calculation goal. Formulas are instructions given to Excel to perform calculations.

**Completion Deadline & Exam:** This course, including the examination, must be completed within one year of the date of purchase

**Course Level:** Overview. This program is appropriate for professionals at all organizational levels.

**CPE Credits:** 5 (CPA)

**Category:** Computer/Specialized Knowledge

**Prerequisite:** Excel 2007 or higher

**Advanced Preparation:** None

## Course Learning Objectives

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### Course: Must Know Excel Functions for CPAs

After studying this chapter you will be able to:

1. Recognize functions used to sum and count data and their uses
2. Define logical functions to locate items to test and to locate and handle exceptions
3. Define text functions to manipulate text data
4. Define the vlookup function and a combination of the index and match functions
5. Compute a payment, rate, term, present value or future value using time value of money functions