

Must Know Excel Functions for CPAs

Course Description

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. Functions are essential to CPAs as they provide a simplified user interface to work with complex formulas. This course covers basic functions and then goes into logic functions, text functions, lookup functions and financial functions. This course provides step by step instruction and Excel practice exercises.

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 Software and Applications

Prerequisite: Excel 2007 or higher

Advanced Preparation: None

Course Learning Objectives

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. Identify logical functions to locate items to test and to locate and handle exceptions
3. Recognize text functions to manipulate text data
4. Recognize 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