

Excel Illuminated

Error-Free Spreadsheets

Course Description

Learn how to minimize errors in your Excel spreadsheets from Excel expert David Ringstrom, CPA. In this valuable presentation, he shares a variety of tricks and techniques you can implement to create and maintain spreadsheets that are free of errors. David demonstrates how to implement Excel features and functions, such as the Hide and Protect feature, the Conditional Formatting feature, the VLOOKUP function, the SUBTOTAL function, and others. In addition, he discusses how to preserve key formulas, perform dual lookups, audit the spreadsheets created by others, and more.

David demonstrates every technique at least twice: first, on a PowerPoint slide with numbered steps, and second, in the subscription-based Office 365 version of Excel. David draws your attention to any differences in the older versions of Excel (2019, 2016, 2013, and earlier) during the presentation as well as in his detailed handouts. David also provides an Excel workbook that includes most of the examples he uses during the webcast.

Completion Deadline & Exam: This course, including the examination, must be completed within one year of the date of purchase. In addition, unless otherwise indicated, no correct or incorrect feedback for any exam question will be provided.

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

CPE Credits: 2 (CPA)

Category: Computer Software and Applications

Prerequisite: None

Advanced Preparation: None

Course Learning Objectives

After studying this course you will be able to:

1. Identify the mouse action that enables you to add an existing menu command in Excel to the Quick Access Toolbar.
2. Identify which of four Clear commands remove Conditional Formatting.
3. Identify which one of four tasks a user can potentially perform after a workbook has been protected.