

Excel Illuminated

Spreadsheet Internal Control

Course Description

In this presentation, David Ringstrom, CPA, shows you how to implement internal control features within your Excel spreadsheets. He explains how several Excel features—Data Validation, Conditional Formatting, and hide and protect features—can be implemented to control users' actions and protect your worksheets and workbooks from unauthorized changes. In addition, David explains the benefits of the VLOOKUP, SUMIF, and CELL functions.

David demonstrates every technique at least twice: first, on a PowerPoint slide with numbered steps, and second, in the subscription-based Microsoft 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 presentation.

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: Experience with Excel spreadsheets

Advanced Preparation: None

Course Learning Objectives

After studying this course you will be able to:

1. Identify which ribbon tab contains the Data Validation feature.
2. Identify which input is valid for a data validation rule limiting inputs to whole numbers between 0 and 100.
3. Identify the ribbon tab and the Table feature.