

Excel Illuminated

Payroll Analysis

Course Description

Excel offers payroll professionals many features and functions that can improve the accuracy and efficiency of payroll production. In this comprehensive course, Excel expert David Ringstrom, CPA, explains: mathematics for employee timesheets, date and time formatting and stamping, conditional formatting to highlight HR requirements, password protection for sensitive payroll files and worksheets, salary information formatting, using pivot tables for HR reporting and analysis tasks, and more.

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: Intermediate

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. Recognize how to reformat Social Security Numbers using Excel's Flash Fill feature.
2. Identify how to assign random numbers to a data set in Excel.
3. Identify password-protection techniques for sensitive payroll files, worksheets, and spreadsheet columns.