

# Excel Illuminated

## *Introduction to Spreadsheets - Part 2*

### Course Description

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You'll gain even more knowledge of Excel spreadsheets in this presentation by David Ringstrom, CPA. He'll show you more ways to save time working in Excel, such as with pivot tables, charts, and additional features Excel offers. David also will share a variety of techniques, including how to minimize data entry, identify duplicate entries, 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:** Basic

**CPE Credits:** 2 (CPA)

**Category:** Computer Software and Applications

**Prerequisite:** None

**Advanced Preparation:** None

### Course Learning Objectives

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After studying this course you will be able to:

1. Identify how to use Excel's Text to Columns feature.
2. Define the ideal data to use when creating pivot table reports.
3. Recall how to use Trace Dependents and Trace Precedents while auditing formulas.