Excel Illuminated
Basic Skills for Accountants

Course Description

Many accounting professionals are unaware of Excel's many features and functions they can implement to improve the accuracy and efficiency of their spreadsheets. In this comprehensive webinar, Excel expert David Ringstrom, CPA, shares applicable Excel fundamentals that will enable accounting professionals to achieve those goals. Step-by-step, David demonstrates and explains: several alternatives to Excel's SUM function, including conditional summing; a better alternative to manually hiding/unhiding rows and columns; automating repetitive tasks by way of Excel's Table feature, including creating self-expanding charts; contrasting the Table feature with Data Tables and PivotTables; helpful keyboard shortcuts; and ways to repair damaged Excel workbooks.

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: Basic
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. Select the formula that would drill through multiple sheets to add up a cell as well as automatically include any new sheets added later.
2. • State the location of the Group and Ungroup commands within Excel's menu.
3. • Identify the menu on the Data tab of Excel's ribbon that contains the Data Table feature.