



# MICROSOFT EXCEL SKILLS FOR AUDITORS.

SKILLS TO TURBO-CHARGE YOUR AUDIT CAREER.

Microsoft Excel is an essential tool for any practicing accountant and auditor. The ability for Auditors to use Microsoft® Excel as an audit tool for data analysis and investigation, can save significant amounts of time on audit assignments and improve their efficiency when recording, analyzing and reporting audit information.

This course is a blend of components from our Data management analysis and reporting, Financial Reporting, and Data Analytics courses.

By the end of the training, participants will have acquired practical knowledge of the audit- related functions and tools within Microsoft® Excel that will enable them perform audits more efficiently and effectively, resulting in increased accuracy, efficiency as well as significant time and cost savings.



Explore the basic to advanced Excel features needed to effectively audit financial statements.

Reduce audit risk by increasing audit scope and coverage.

Save substantial time on audit assignments and increase productivity.

**Earn Verifiable  
CPD Hours from  
ICPAU.**

**25<sup>TH</sup> -29<sup>TH</sup> APRIL 2022  
VENUE: FAIRWAY HOTEL**

**USD2,250**

**PER PARTICIPANT**

*Shaping Careers!*

This course focuses on developing participants' understanding of the use of Microsoft® Excel in their audit work to allow them save valuable time and make audit assignments more enjoyable. The course covers real work place audit scenarios that can be recorded, analyzed/investigated and reported using Microsoft® Excel.

### WHAT YOU WILL LEARN.

This is a highly practical, hands-on course designed to meet the needs of the modern day auditor. Participants will learn various Microsoft® Excel tools and techniques useful in performing audits including;

- Excel Data management basics
- How to import and clean up data in Excel
- A deep dive into data analytics using Excel tools such as PIVOT TABLES.
- How to quickly **MAP** and prepare financial statements and supporting schedules from a detailed GL or TB.
- The basics of referencing audit working papers in Microsoft® Excel
- How to analyze, consolidate, age and summarize financial data in Excel
- How to identify duplicate data, missing serial numbers and dates using Excel
- How to compare and reconcile different lists of data.
- How to perform Random Audit Sampling using Excel
- Lots of useful Excel techniques and shortcuts to save you time

### WHO SHOULD ATTEND THIS COURSE?.

The three-day excel skills training course has been developed specifically for Practicing Accountants/Auditors, Staff of Accounting Firms, Auditors employed at all levels in both public & private sectors, Accountancy Trainers and Students.

This is an intermediate to advanced level Microsoft Excel training course. Participants must have some basic spreadsheet skills and should be able to: (i) use basic excel formulas; (ii) link worksheets and (iii) understand how cells are referenced. Participants will need a laptop with office 2010 or later version.

To book your seat, call **0700424288** or nominate and send your organizations list of participants to [datahousebiz@gmail.com](mailto:datahousebiz@gmail.com).

### PARTICIPANTS MUST;

- Have a Laptop
- Have some basic understanding of Accounting and Finance
- Know some Excel basics.

Classroom size is limited to **30** participants only.

FEE PAYABLE:

**USD: 2,250**

Per participant.

To

**DATAHOUSE**

**Business Solutions**

Account No.

**1100113706**

Housing Finance Bank Ltd

Kololo Branch.

SWIFT CODE:

**HFINUGKA**

**DATAHOUSE BUSINESS SOLUTIONS**

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