MS EXCEL FOR ACCOUNTANTS COURSE SYLLABUS

KHATA BUSINESS ACADEMY

1 Start with Basic Accounting Tools

2 Data Formatting Essentials

3 Data Analytics with Excel

4 Using Pivot Table in Accounting

5 Preparation of Financial Reports
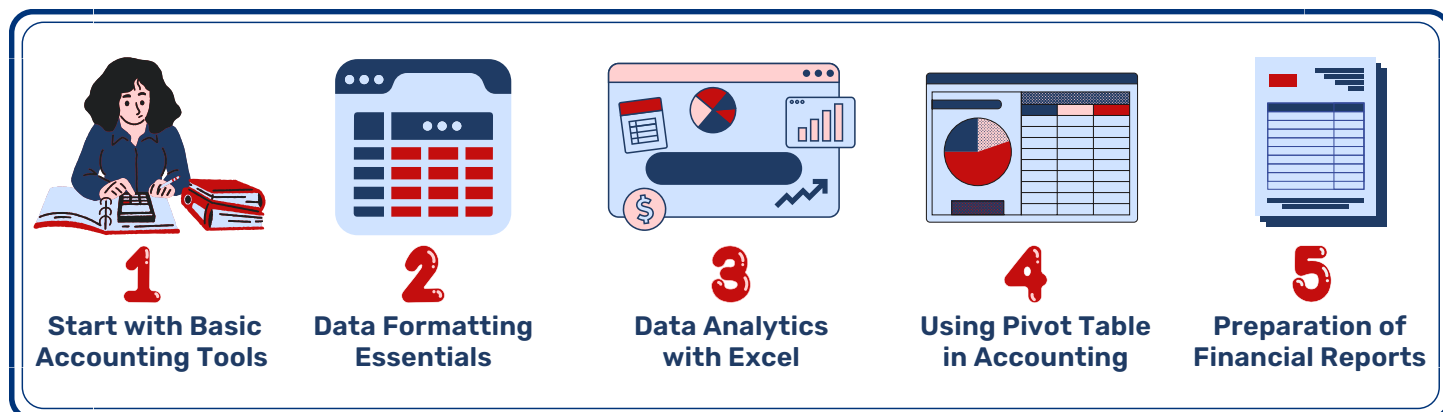
Basic Accounting Functions

Introduction to Excel Functions: Excel functions are pre-built formulas for data analysis in spreadsheets.

Using Excel Shortcuts: They let users quickly perform tasks by using keyboard combinations.

Named References: It allows accountants to assign a name to a cell or range of cells for easier referencing in formulas.

Summary Functions: Such as SUM, AVERAGE, MIN & MAX, calculate and analyze data.

Number Format: It allows users to display numerical data in different ways, such as currency, percentages, or scientific notation.

Text Functions : Such as CONCATENATE, RIGHT and LEFT, manipulate and analyze text data in a spreadsheet.

Date Function: Such as TODAY and DATEDIF, perform calculations on date and time.

Formatting Data in Excel

Changing how the data looks to make it easier to read and more visually appealing.

Basic Formatting Skills: Wrap, Merge & Unmerge, Alignment help data organization.

Data Filter: Excel data filters display specific data based on criteria for easier analysis.

Conditional Formatting: Applies formatting rules to cells based on certain conditions, making it easier to identify patterns in data.

Data Validation: Ensures data accuracy and consistency by restricting data entry.

Excel Tables: It provides a structured way to manage and analyze data, with built-in sorting, filtering, and formatting options.

Subtotal Function: It calculates subtotals within a range or table based on specified criteria, allowing for better data analysis

Sorting Data: It arranges cells in a specific order based on a chosen criteria, making it easier to analyze and compare data.

Slicer: It is visual filtering tool that allows users to filter data in PivotTables, Pivot Charts, and Excel Tables.

Organizing Sheets: Allows Rename, Move, Copy or Change Tab Color.

Data Analytics

These advanced functions search for and retrieve specific information from a dataset which helps accountants to analyze data.

Conditional Summation: Summation functions: SUMIF and SUMIFS, calculates the sum of values that meet specified conditions.

The If Function: It performs logical tests and returns one value if the condition is true and another value if the condition is false.

IFERROR: It handles errors in formulas by returning a specified value when an error occurs, improving the accuracy of data analysis

AND, OR, NOT: These are logical functions in Excel that evaluate multiple conditions to return a true or false result.

VLOOKUP: It is a powerful function that searches for and retrieves specific data from a table or range based on a lookup value.

HLOOKUP: It searches for specific data based on a lookup value in a horizontal row.

INDEX Function: It returns the value of a cell at a specified position in a table or range.

MATCH Function: It searches for a specified value in a range and returns the position of that value within the range.

Nested Functions: Involves using one function as an argument within another function to perform complex calculations and analysis.

PivotTables

Pivot tables in Excel are powerful tools that summarize and analyze large datasets to identify trends and patterns.

Creating Pivot Table: By selecting data range and using the wizard to summarize data.

Value Field Setting: It allows users to customize how data is calculated and displayed in the table.

Rows & Columns: It allows users to organize and group data to create meaningful insights.

Refreshing Pivot Table: It updates the table with any changes made to the data source.

Extracting Data: It allows users to analyze and interpret data in a meaningful way.

Pivot Table Layout: It defines how data fields are organized in rows and columns.

Financial Reports

Excel helps in preparation of financial reports such as balance sheets, income statements etc.

Importing Data: Bringing data from external sources for analysis and manipulation.

Preparing Reports: Link with reports, formatting layouts and presenting data in meaningful way.

Freeze Panes: It keeps rows and columns visible while scrolling.

Tax Calculator: Used to estimate the amount of tax liability of an individual or business.

Repayment Schedule: Table showing periodic payments required to repay a loan over time.

Page Set-up: It allows formatting for printing, such as paper size and orientation

Getting Graphics: Process of adding and customizing visual elements from reports.

Report Layout & Design: Arranging and presenting data in visually appealing manner.

Protecting Workbook: Helps to safeguard your data by restricting user access to it.

Printing Functions: Manage and customize the printing of worksheets and workbooks.

Troubleshoot

Refers to the process of identifying and resolving problems in a system or process.

#######: Contents exceed width of the cell.

#NAME?: When Excel doesn't recognize a function name or other text within a formula.

#VALUE!: When a formula contains incorrect data types or unexpected characters.

#DIV/0: When a formula tries to divide a number by zero or an empty cell.

#REF!: Formula contains invalid cell reference

#Evaluate Formula: Allows Accountants to see the step-by-step evaluation of a formula.

#Error Checking: It identifies and corrects formula errors in excel.

#Trace Precedent: It is an Excel tool that shows the cells that affect a formula

#Trace Dependent: Excel tool that identifies all the cells that are dependent on a selected cell.