



Excel Enlightenment: Financial Statements **Overview**

INTRODUCTION

This QAS Self-Study Webcast taught by Excel expert David Ringstrom, CPA. He demonstrates how you can create dynamic accounting reports—on a single worksheet—for any month of the year. To complete this course and receive credit, you must read the material and, during the course, to test your comprehension of each of the learning objectives, answer the review questions. After completing each section's review questions, you can evaluate your progress by comparing your answers to both the correct and incorrect answers and the reason for each. Once you have read all of the materials and completed the review questions, fully understanding the correct and incorrect answers, you can complete the final examination, of which you must score a 70 percent or higher in order to receive CPE credit.

PRESENTER

David Ringstrom, CPA, is president and founder of Accounting Advisors, Inc., a software and database consulting company that has been assisting companies nationwide since 1991. Accounting Advisors, Inc. works with companies to streamline accounting challenges. Mr. Ringstrom is a nationally recognized expert on Microsoft Excel, and regularly leads training classes both for Accounting Advisors, Inc. as well as national training providers. He has written numerous freelance articles on Microsoft Excel and other topics, and has served as the technical editor for over 20 books on various software topics. Mr. Ringstrom is an author and nationally recognized instructor, using his 25 years of consulting and teaching experience to provide the most relevant and informative continuing education courses.

COURSE DESCRIPTION

If you generate or work with financial statements, you won't want to miss this comprehensive presentation. Excel users often build worksheets for each month of the year, which can be cumbersome to revise. As an alternative, David explains how to use a variety of Excel functions, including VLOOKUP, OFFSET and SUMIF, to construct accounting reports that allow you to toggle to any reporting period with only a couple of mouse clicks.

In addition, he shows you (1) how to export data from your accounting package in order to establish a "set-and-forget" link to your accounting data in Excel, (2) how to incorporate Check Figures and Alarms into your work, (3) how to use the Text to Columns feature to eliminate unwanted text, and much more.

David's materials cover Excel 2016, 2013, 2010, and 2007. Depending on the topic, he demonstrates techniques in Excel 2010, 2013, or 2016 while noting differences in other versions of Excel when warranted. David's detailed handouts, with numbered steps, serve as reference material you can utilize going forward. He also provides an Excel workbook that includes most of the examples he uses to demonstrate techniques during the presentation.

TOPICS COVERED

- Create an in-cell list by way of Excel's Data Validation feature.
- Discover how to incorporate Check Figures and Alarms into your work.
- Improve the integrity of spreadsheets with Excel's VLOOKUP function.
- Learn a simple design technique that greatly improves the integrity of Excel's SUM function.
- Learn why, in many cases, you should export reports intended for spreadsheet analysis to a .CSV file instead of an Excel workbook.
- See how to use the Trusted Document feature in Excel 2010 and later to suppress the Data Connection security prompt.
- Use Excel's OFFSET function to dynamically reference data from one or more accounting periods.

**FIELD OF STUDY**

Computer Science

FORMAT

On-Demand Webcast

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8/26/2016

Please Note: This course must be completed within 1 year of date of receipt of the course for CPE credit.

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