



**STEP AHEAD FINANCIAL
CONSULTANTS LIMITED**
"Always One Step Ahead"

INVITATION FOR A 5-DAYS TRAINING ON ADVANCED MS. EXCEL FOR ACCOUNTANTS AND AUDITORS

TRAINING DURATION: 5 – DAYS

COURSE FEE: Morning Session: TZS 450,000 per participant (Breakfast and Lunch+ Certificates)

Evening Session: TZS 300,000 per participant (Drinks and Snacks+ Certificates)

TIMING: MORNING SESSION (8:00 AM - 4:00 PM) EVENING SESSION (5:00 PM - 9:00 PM)

TRAINING SCHEDULES

DODOMA

Venue: 56 Hotel, Near CBE, Behind Bunge Hall

Starting Date: 05 September 2022 **Ending Date:** 09 September 2022

MOROGORO

Venue: Msamvu Properties Co. Ltd

Starting Date: 12 September 2022 **Ending Date:** 16 September 2022

DAR ES SALAAM

Venue: IAA Dar Campus, Kijitonyama Building, Opposite Science Building

Starting Date: 26 September 2022 **Ending Date:** 30 September 2022

COURSE OVERVIEW

Microsoft Excel has powerful tools that enable busy users to set up systems that simplify data analysis and interpretation. Effectively using Excel allows users to devote their time more profitably to making decisions about and acting on results, with more effective outcomes.

Participants actively learn through a series of practical simulations which ensures that they maximize their learning and can use the tools immediately when they return to the office. In addition to the practical component, all participants also receive a manual describing all the techniques learned.

COURSE OBJECTIVES

Upon completing this course, you should be able to:

- Protect a workbook and save with a backup
- Understand and use advanced functions
- Consolidate data, link and export data
- Preparing various Accounting and Auditing tasks in Excel
- Create and modify PivotTables and Pivot Charts

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- Automate repetitive boring tasks using Power Query

WHO SHOULD ATTEND?

This training is designed for Chief Accountants, Accountants, Assistant accountants, Accounts officers, Budget officers, Finance Managers, Finance officers, Auditors, Audit assistants, Audit officers, Treasurers, Financial Analysts, Tax Consultants, and other interested professionals who want to transform their reporting skills to the next level. If you want to develop competence in Ms. Excel features in reporting, this training is a perfect match to your career goals!

COURSE OUTLINE:

The course will cover the following areas important for effective financial reporting and analysis skills

DAY ONE – KEY Ms. EXCEL TOOLS IN ACCOUNTING & AUDITING

- ❖ Relative, Mixed & Absolute Cell referencing.
- ❖ Logical IF functions, Nested IF Functions, IF AND, IF OR
- ❖ Sub-totals
- ❖ COUNT, COUNTA, COUNTIF, COUNTIFS, SUM, SUMIF, SUMIFS
- ❖ Flash fill
- ❖ Format Cells
- ❖ Printing reports professionally

DAY TWO – KEY Ms. EXCEL TOOLS IN ACCOUNTING & AUDITING

- ❖ Look-up functions (Vertical and Horizontal Look-up functions)
- ❖ Conditional Formatting
- ❖ Data Validation techniques
- ❖ Data Protection and encryption
- ❖ Date Functions in Excel

DAY THREE –KEY Ms. EXCEL TOOLS & ITS APPLICATION

- ❖ Excel Tables and Pivot Tables
- ❖ Preparing Aging analysis reports
- ❖ Preparing Fixed Asset Register & its summarized schedules
- ❖ Performing Bank Reconciliations
- ❖ Preparing Payroll and Automatic Payslips through Mailings in Ms. Word

DAY FOUR- POWER QUERY FOR DATA CLEANING AND TASKS AUTOMATION

- ❖ Introduction "Get & Transform" Automate Data Transformation
- ❖ Import Data from Current Excel Workbook AND Combine multiple sheets
- ❖ Extract data from Workbook and automatically update
- ❖ Combine Excel files from a Folder

- ❖ Split Columns
- ❖ Merge Columns
- ❖ Practical scenarios of how to automate repetitive tasks using Power Query

DAY FIVE- PRACTICAL ASSIGNMENTS AND DISCUSSION

- ❖ Practical Assignment on Power Query Automation and Data Cleaning
- ❖ Practical Assignment on Pivot Table for Reporting and Analysis
- ❖ Practical Assignment on Template Automation from a Given Scenario applying different formulas
- ❖ Practical Assignment on Mailings in Microsoft Word and its Linkage from Microsoft Excel
- ❖ Practical Assignment on Data Formatting & Professional Printing of an Excel Workbook to PDF

Fees and Payment

TZS 450,000 per person for Morning Session and **TZS 300,000 per person** for Evening Session; to be paid through bank deposits to the following details:

A/C NAME:	STEP AHEAD FINANCIAL CONS
BANK NAME:	CRDB BANK
ACCOUNT NUMBER:	015C448187900

Yours,

Yustino Nyendeza



Training Director