Excel for Beginners: Tools for Internal Auditors (EXCEL)

Participants should bring their own computers

**COURSE OBJECTIVE**

Upon completing the course, participants will have an understanding of how to utilise excel as a CAAT tool to analyse and interrogate data.

**COURSE CONTENT**

- Introduction to excel as a computer assisted auditing technique
- Using Excel to analyse and interrogate data
- Downloading data from various formats into Excel
- Specific CAAT’s tools using Excel
  - Using Conditional Formatting
  - Using Icon Sets to Mark Values
  - Turning Your Data on Its Side with Transpose
  - Looking up Data
  - Getting Good Records from Bad Data
  - Sorting Your Data
  - Analyzing Data with Pivot Tables
  - Creating a Random Sample from a Dataset
  - Finding and Analyzing Records Using AutoFilter
  - Formula Auditing
  - Matching Two Lists
  - Finding Duplicates or Unique Values
- Reporting using Excel
- All information is explained using actual data in interactive case studies

**WHO SHOULD ATTEND?**

- Entry or introductory level for those requiring a fundamental understanding
- Internal auditors who are already practicing internal audit and have a basic understanding of the subject

A 10% group discount will apply to organisations placing a simultaneous booking for 2 or more registrants.

Please click here for general course information

Delegates are also requested to review the content and the levels of the courses presented before booking, to ensure they are attending the right course.