

DATA ANALYTICS FOR INTERNAL AUDITORS

Excel for Beginners: Tools for Internal Auditors (EXCEL)

DAY/S: 2

CPD:16

LEVEL: 1,2,3,4

DATA ANALYTICS



COURSE OBJECTIVE

The use of technology in Internal Audit engagements has become inevitable. Not only should Internal Auditors be able to audit spreadsheets, but also use technology such as Excel to improve the efficiency of Internal Audit procedures.

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

Continuous practical Case Studies on simulated data.

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

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.