

DATA ANALYTICS FOR INTERNAL AUDITORS

Excel for Beginners: Tools for Internal Auditors (EXCEL)

Duration: 2 Days – 4 x 4 Hour
Online Sessions

CPD: 16

LEVEL: 2,3,4

DATA ANALYTICS



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
 - o Using Excel to analyse and interrogate data
 - o Downloading data from various formats into Excel
 - o Specific CAAT's tools using Excel
 - o Using Conditional Formatting
 - o Using Icon Sets to Mark Values
 - o Turning Your Data on Its Side with Transpose
 - o Looking up Data
 - o Getting Good Records from Bad Data
 - o Sorting Your Data
 - o Analyzing Data with Pivot Tables
 - o Creating a Random Sample from a Dataset
 - o Finding and Analyzing Records Using AutoFilter
 - o Formula Auditing
 - o Matching Two Lists
 - o Finding Duplicates or Unique Values
- Reporting using Excel

All information is explained using actual data in interactive case studies



COURSE OUTLINE

Day 1 – Session 1 – 08:30 – 12:30

- Topics to be covered
 - o Introduction to excel as a computer assisted auditing technique
 - o Why Use Excel to analyze and interrogate data
 - o Setup/Formatting your Excel o Basic Navigation through your spreadsheet
 - o The Excel Menu Structure
 - o Basic Excel Functions

Day 1 - Session 2 – 13:00 – 17:00

- Topics to be covered
 - o Using Conditional Formatting
 - o Using Icon Sets to Mark Values
 - o Turning Your Data on Its Side with Transpose
 - o Looking up Data
 - o Getting Good Records from Bad Data
 - o Downloading data from various formats into Excel
 - o Excel Formulas

Day 2 - Session 1 – 08:30 – 12:30

- Topics to be covered
 - o Specific CAAT's tools using Excel
 - o Sorting Your Data
 - o Analyzing Data with Pivot Tables
 - o Creating a Random Sample from a Dataset
 - o Finding and Analyzing Records Using AutoFilter
 - o Formula Auditing
 - o Matching Two Lists
 - o Finding Duplicates or Unique Values

Day 2 - Session 2 – 13:00 – 17:00

- Topics to be covered
 - o Reporting using Excel
 - o Case studies using internal audit scenarios
 - o Extracting Excel Information into Word and PowerPoint
 - o Closing

Please be advised of the event terms and conditions.
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.

Please click here for [general course information](#)

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