

Advanced Workshop in MS Excel 2007 for Accounting Professionals

M1322

Alex Grima

CPE hours

12
*Professional
Development*

Wed

5, 12, 19, 26 Jun 2013

Registration

13.45

Time

14.00 - 17.15

Including a 15 minute coffee break

**Tower Training Centre
Swatar**

*The Malta
Institute of
Accountants*

CPE 2013

Most accountants use MS Excel as a valuable tool of their profession. Excel has been around for a number of years and our reliance on the application for a varied number of tasks has grown stronger.

The principal objective of this workshop is to encourage accountants to develop their skills in Excel to a new level. It is expected that by the end of these sessions the user will have developed a higher level of confidence using the application.

Moreover, users who today employ Excel as their electronic 'pen and paper' will be given a solid knowledge base and be inspired to create meaningful spreadsheets and accounting models that provide a broader scope from them in the course of their work.

MS Excel's extensive functionality can best be judged by three of its most essential characteristics for the accountant:

- The ease with which a user can convert and summarise thousands of lines of raw data, even if these are imported from other applications;
- Its flexibility to accommodate changes at very short notice thereby relieving somewhat the added pressure made by tight deadlines; and
- That its formula/function structure is based on logical steps that generally emulate ordinary words in plain English.

At the end of each session suitable time shall be allocated to participant questions.

Objectives

This workshop, which consists of four sessions of 3 hours each, will:

- Give a detailed overview of MS Excel 2007 functionality
- Provide an in-depth knowledge basis for handling high volumes of data
- Explain advanced functions available in MS Excel and how better to utilise them in an accounting scenario
- Explain a detailed hands-on example of how best to build up an accounting model in MS Excel 2007

Session 1: 5 June 2013

- Introduction
- The nature of data
- Fundamentals of MS Excel 2007
- Shortcuts and presets
- Worksheet and workbook security
- The character set
- Basic formula structure

Session 2: 12 June 2013

- Advanced formulae, functions and techniques in MS Excel 2007

Session 3: 19 June 2013

- Importing data into MS Excel from other applications in CSV, TXT format
- Performing changes and formats on the data available
- Merging data from more than one source
- Summarizing data into tables
- Pivot tables and graphs

Session 4: 26 June 2013

- Building an advanced accounting model using MS Excel 2007

Who will Benefit

Members and Students wishing to obtain a comprehensive knowledge on the subject. It also aims to serve as an upgrade process for professionals who today use MS Excel 2003 and who wish to progress to MS Excel 2007.

Important Information

- This is a practical workshop with a limited seating capacity.
- Participants are required to get a fully charged laptop.

Trainer's Profile

Alex Grima is the managing director of Progressive Consulting and Information Systems Ltd, an IT company specialising in the implementation, development and customisation of Accounting and Hospitality solutions in small to medium sized organisations, utilising Microsoft and Sage product platforms.

He graduated as an Accountant in 2002 and obtained his Masters in Business Administration from Henley Management College in 2009. Alex is also a Sage Pastel Evolution Certified Installer and Consultant and a Sage Line 50 developer.

Participation Fee

MIA Members: €150.00

Retired MIA Members: €40.00

Non-MIA Members: €300.00

Students: €85.00

The fee covers: 12 hours of Structured CPE per session, coffee and the presentation in hard copy format.

After the event participants can download a soft copy of the presentation from the Institute's website by:

- Logging into the system using the username and password
- Proceed to the 'My Purchases' tab and click on the event title
- Downloading the presentation from the Secure Files Section at the bottom of the page

Certificate of Attendance

A certificate of attendance will be issued at the end of the course. This is for your own CPE records.

Booking & Payment

To ensure that your event materials and catering requirements are able to be provided at the event, please register by 17.00 one working day prior to the event.

Individual bookings: Place your booking and pay online through the [MIA website](#).

Group bookings & Retired Members: Fill in the [registration form](#) and send it by post along with payment. The booking will be processed and confirmed once payment is received.

If you believe that the cheque will not reach the Institute by the closing date, then you are kindly requested to send the application form by e-mail together with a scanned copy of the cheque and present the respective cheque during the event.

Parking

Participants may use the parking facilities available at Level -5.

Terms & Conditions

This is a multi-session event and participants are required to attend all the sessions.

Cancellations for all the sessions taking place within 48 hours prior the first session will incur a cancellation fee of 50% unless a name of a replacement delegate is provided.

Due to the nature of this program, no refund/credit will be given after the program commences unless the cancellation is related to health reasons. In this case the Institute will be able to issue a credit note for the full amount given that the participant notifies the Institute by 9.00 of the course date.

No refunds in case of no-shows. Payment in full will still be due.

For more information

Ms. Sarah Bonello & Ms. Kirsten Micallef
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CPE Requirements

Annual Requirements: Minimum of 20 hours Structured, 5 hours Unstructured

3-year Rolling Period: Minimum 75 hours Structured of which 30 must be Core, 45 hours Unstructured