

# **USING EXCEL AS AN AUDIT TOOL**

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# Program Structure

- Excel Functions, Sort
- Pivot Tables
- Formula Auditing
- Scenario Manager, Goal Seek, Data Table
- VBA, Macros
- Latest version of Excel 2013, Excel 2016
- Excel & Audit

# Excel Functions, Sort

- Functions
  - Financial (NPV/XIRR, DB)
  - Date & Time
  - Math & Trig MOD, Quotient
  - Statistical (Avedev, Average)
  - Lookup & Reference (Vlookup, Hlookup, Index, Indirect, Match, Offset)
  - Text (Concatenate, Exact)
  - Logical (AND/NOT/Or, IF, IFERROR)

# Pivot Tables

- Example of using Pivot Table in 26AS

# Formula Auditing

- Auditing Toolbar
- Specific uses of Trace Dependents/Precedents
- Error Checking
- Evaluate Formula

# Scenario Manager, Goal Seek , Data Tables

- Demonstration of
  - Scenario Manager
  - Goal Seek
  - Data Table

# VBA,Macros

- Using Macros
- Making simple Macro procedures, 'User defined' Functions
- Imacros in Firefox, Chrome

# Excel 2010, 2013, 2016

- Whats new in Excel 2010
- Whats new in Excel 2013
- Whats new in Excel 2016



# Thank you!

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