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Excel Training Manual for Financial Professionals Anton Du Plessis, 2016-10-20 This is an Excel training manual to be used either for instructor led classes or as a self study guide The audience for this book is mainly financial professionals It can also be used by anyone wanting to increase their current Excel skills This book assumes you are already using Excel frequently and have a good working knowledge of using the software as a starting point The skills trained in this course are aimed at taking your existing skills and building and expanding on it This course is not aimed at the beginner level The skills taught in this course are generic Excel skills and you would be able to use this course in Excel 2010 2013 or 2016 Some of the topics covered are Worksheet manipulations Using the IF AND and OR functions VLOOKUP Named Ranges Conditional Formatting Formula auditing Pivot Tables Text Functions Data sorting Sub totalling Auto filters Charts Data validation Goal seek Keyboard Shortcuts

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Training Essentials Temu Osirim, 2021-09-15 Whether you are just starting out or an Excel novice Microsoft Excel Training Essentials is your comprehensive straight forward guide for all your Excel Training needs The book is designed to provide a comprehensive and simplified training guide to students corporates trainers consultants etc It is divided into three modules Basic Intermediate and Advanced 1 Part of it features include a well explained step by step processes aided with pictorial descriptions examples to aide understanding of processes exercises to track the learners understanding of what has been learned well arranged outline for easy reading and navigation By using the book you will learn how to create a pivot table perform simple and complex calculations analyze schools home management businesses corporate organizations etc

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Microsoft Excel Advanced Training Manual Karim Dastgir, Richard Walters, 2019-03-28 The Excel Advanced Training Manual has been designed to provide examples of how to use many useful features in Microsoft Excel and create formulas and functions All examples demonstrated in the book have been produced as Step by Step examples with each example explained using easy to follow skill descriptions The demonstration method in the book has been designed to provide easy to follow visual examples to support training skill development in a very visual manner Each training skill demonstrated in this book have easy to follow examples Suggestions are provided in the Introduction section in to how to use this book so purchasers get the best out of the book This book has been produced to provide all those who want to learn how to develop a thorough understanding popular Microsoft Excel features and how to use or create formulas and functions The book is suitable for those who have experience in the use of Microsoft Excel and want to develop useful new skills The book is also suitable for those who have good Microsoft Excel skills and who want to learn more about Microsoft Excel or just to consolidate their existing knowledge

Fraud Examination Casebook with Documents William H. Beecken, Clark A. Beecken, 2017-04-24 A practical advantage for entry level fraud examiners with start to finish casework Fraud Examination Casebook with Documents provides critical practice for students and new CPAs criminal and insurance investigators and attorneys seeking additional guidance on real world fraud investigation With five cases that include over 100 pages of documentation this guide helps you put your conceptual knowledge to work as you conduct full length Fraud Examinations from predication through report Short instructional narratives guide you through tools like horizontal and vertical analysis report writing and other important tasks while Excel templates streamline the process and kick start your investigation Multiple choice questions help you gauge your understanding and practical mastery while expert guidance throughout prompts you to draw on your existing knowledge and apply it to casework With a focus on asset misappropriation and financial statement fraud these cases provide highly relevant experience for real world practice Learning concept isn t always enough to do the job effectively knowing is different from applying yet few practical resources exist for new and aspiring fraud examiners until now This book provides the much needed practice that helps examiners polish their skills with expert guidance every step of the way Conduct actual Fraud Examinations Perform horizontal and vertical analyses Review checks and decode debit card transactions Examine adjustments to electronic records Perform simple forensic data analytics Vouch to from documentation Write complete Fraud Examination reports Prepare court ready schedules and audio visuals As you work your way through the cases you ll develop the skills and instinct experienced examiners rely upon every day You ll hone your analytical edge and master the essentials of report writing leaving you fully equipped to conduct a thorough investigation and deliver your findings clearly comprehensively and authoritatively Fraud

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Training Manual United States. War Dept,1924

Microsoft Excel Introduction Training Manual Richard Giles Walters,2021-04-21 Microsoft Excel Introduction Training Manual has been designed to provide examples of how to use Microsoft Excel including skills such as navigating the Excel environment and creating basis formulas All examples demonstrated in the book have been produced as Step by Step visual examples with each example explained using easy to follow skill descriptions The demonstration method in the book has been designed to provide easy to follow visual examples to support training skill development in a very visual manner Each training skill demonstrated in this book have easy to follow examples Suggestions are provided in the Introduction section in to how to use this book so purchasers get the best out of the book This book has been produced to provide all those who want to learn how to develop a thorough understanding of Microsoft Excel and its uses The book is suitable for anyone who requires a basic knowledge of Microsoft Excel and wants to develop new skills in the use of Microsoft Excel

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Training Manual United States. Army. Signal Corps,1924

Microsoft 2010 Word level 2 Intermediate Yolandie Mostert,2014-01-13 Microsoft 2010 Intermediate Level 2 SAQA This book has been designed by a professional trainer with 20 years experience in designing and presenting courses Easy step by step examples with pictures and exercises The following are explained in this book Numbering Tab stops Headers and footers Foot notes and End Notes Creating and changing and Formatting Tables Creating Templates Adding objects and pictures Linking data with Excel and Powerpoint

Excel for Windows Version 5.0 Bethany Sunny,Nancy Ziegler,Software Training Resources,1995 **United States Army Training Manual** U.S. Adjutant-general's office,1925 End-User Computing: Concepts, Methodologies, Tools, and Applications Clarke, Steve,2008-02-28 Covers the important concepts methodologies technologies applications social issues and emerging trends in this field Provides researchers managers and other professionals with the knowledge and tools they need to properly understand the role of end user computing in the modern organization *Windows 7 and Introduction to Computers* Yolandie Mostert,2014-01-14 An introduction to Computers and exploring Windows 7This book is designed for beginners that has never worked on a computer before and also for those that want to learn Windows 7 The book includes how to create user accounts and set parental controls so that you can restrict your employees or children from accessing certain games or access the PC at certain times You will learn how to browse using the Explorer how to create files and folders how to search for certain files and learn what system files you should not delete to ensure that your computer keeps on working You will also learn how to speak to your computer and give it voice instructions instead of just clicking on the PC

Using Microsoft Excel 5.0 for Windows Alison Hall,Sally Keohane,1996

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