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Data Analytics in Excel for Auditors



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Excel for auditors

- This "Excel for Auditors" training course offered by IIA Hungary is designed to help auditors fully utilize Excel as a powerful tool for data management and analysis, beyond just a basic spreadsheet.
- Excel is a crucial tool for auditors, assisting them with tasks such as risk analysis and control testing on a daily basis. This one-day training will improve auditors' knowledge of Excel's audit-specific functions, leading to more efficient and effective audits, especially in the area of data analysis.
- By the end of the training, participants will learn how to:
 - Use Excel as an audit software, with data analytics capabilities
 - Transform data into organized tables for ease of use
 - Leverage Pivot Tables for effective data mining
 - Utilize various functions for fast and thorough data analysis
 - Employ advanced features such as sorting, filtering, and conditional formatting
 - Explore the new set of spill formulas and #-ranges
 - ...
- Please note that this training is offered in two parts:
 - The introduction training is recommended for those who are yet unfamiliar with working with tables and their functions.
Think of named cell and column references or formula consistency...
It really is beneficial if you want to learn how to make Excel work for you, instead of the other way around...
 - The intermediate course elaborates further upon these skills and goes in depth into several Data Analytics functionalities.

Training content

This is a non-limitative list of functionalities that will be addressed during this course:

First part – Data Analytics introduction

- Data Analytics in Excel
 - o What is it about?
 - o What's the embedded approach in Excel to make Analytics work?
 - o What are outliers and false positives?
- Limitations of working in Ranges
- Efficiently working with tables
 - o Turning ranges into tables
 - o Discover the 'hidden' table-functionalities
 - Navigation and selections
 - Named cell references
 - Named column references
 - Formula consistency
 - o The 11 standard table functions
 - o Filling series – different approaches
- Pivot tables
 - o Analyzing data with pivot tables
- Subtotals
 - o Adding subtotals – different approaches
- Advanced Sorting techniques
- Filtering techniques
- Conditional formatting to highlight outliers

Second part – Intermediate data analytics functionalities

- Functions to enable effective analysis
 - o Lookup & Reference
 - Looking up data with Vlookup() vs. Xlookup()
 - Comparing two tables
 - o Discover spill functions and #-ranges
 - Including sort(), unique(), ...
 - o Date and Time
 - Dealing with date and time in Excel
 - Analyzing results by date
 - Finding missing dates in data
 - o Text
 - Joining text
 - Dealing with text formulas
- Formula auditing and formula fraud
- Data validation
- Conditional formats
 - o Using formulas conditionally format cells
- Finding and analyzing records using advanced filters

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