

Organized by



5 Best Excel Tools For Accountants



Free
Zoom
Webinar

13th Friday
7.00 pm to 8.00 pm

A Freebie
for Accountants
to celebrate the International Accountants day.

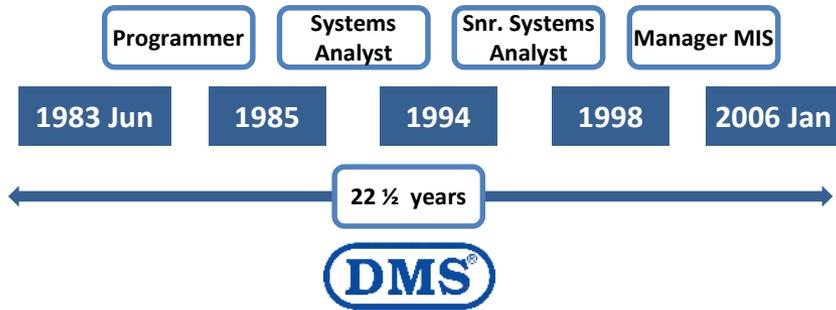
conducted by
Asoka
Walpitagama



Practice worksheets will be provided



Career



Visiting Lecturer

DMS Training Centre

Skills Lanka Pvt Ltd

ONAK Training Centre



Visiting Lecturer



Kothalawala Defense University

2019 Jan



Managing Partner

Visiting Lecturer



Institute of Certified Management Accountants of Sri Lanka

Incorporated by Parliament Act No 23 of 2008
Successor to the Society of Certified Management Accountants of Sri Lanka



Asoka Walpitagama

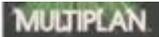
Customers Trained



Evolution of Spread Sheets



1978 VISICALC – *5 rows/20 columns*



1982 - MULTIPLAN *by Microsoft*



1985 - Excel Ver. 1.0



1990 - Excel Ver. 3.0



1993 - Excel Ver. 5.0 (*Included VBA*)



1997 - Excel Ver. 8.0 (*Excel 97*)



2001 - Excel Ver. 10.0 (*Excel XP*)



1980 - SUPERCALC



1983 - LOTUS 123

Lotus 1-2-3 Developed



1987 - Excel Ver. 2.0



1992 - Excel Ver. 4.0



1995 - Excel Ver. 7.0 (*Excel 95*)



1999 - Excel Ver. 9.0 (*Excel 2000*)



2003 - Excel Ver. 11.0

Use of Extended Markup Language (XML) / Workbook extension changed from **.XLS** to **.XLSX**



2007 - Excel Ver. 12.0



2010 - Excel Ver. 14.0



2013 - Excel Ver. 15.0



2016 - Excel Ver. 16.0



2019 / Office 360

TIPS & Best Practices

- 2.1- When a value is entered to a cell, if its LEFT ALIGNED then it's a TEXT, if its RIGHT ALIGNED it's a NUMBER
- 2.2- Date is a running serial number in Excel, which starts from 1st January 1900 which is 01
Date is the Integer part & Time is the Decimal part
- 2.3- =TODAY() → Current System Date, =NOW() → Cur. System Time
Enter the date in dd-mmm-yy format
Use only : as the delimiter for entering TIME
- 2.4- If a Filter is applied anywhere in a worksheet, the Row numbers will be in BLUE colour
- 2.5- Functions such as SUM,AVERAGE, MAX.... will not work with filtered data, instead use SUBTOTAL function

Sample file used :

Module 5A – Charts

Tool - 01

Excel Charts



Excel Charts

Sample file used :

Module 5A – Charts

Components of a chart

Types of charts & when to use them

Column charts

Line charts

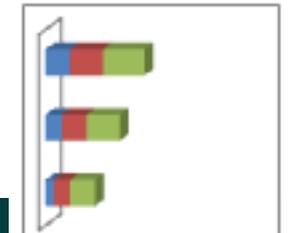
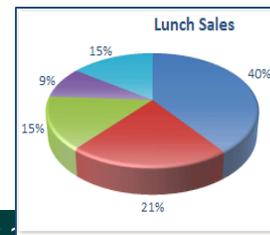
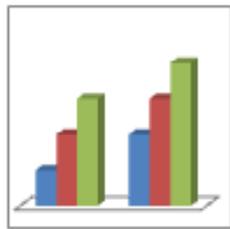
Pie charts

Bar charts

Adding Trend lines to charts

Charts with secondary axis

Dynamic analysis with Spark lines



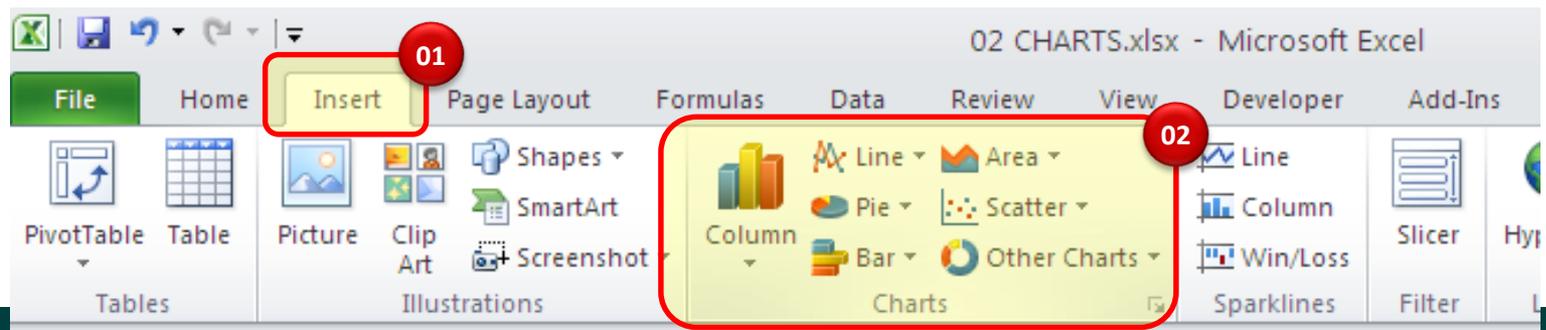
Excel Charts

Sample file used :

Module 5A – Charts

Creating a Chart

- Check whether the data is in the proper format
- Select a cell / range of cells within the data range
- Keep Ctrl key pressed when selecting ad hoc data

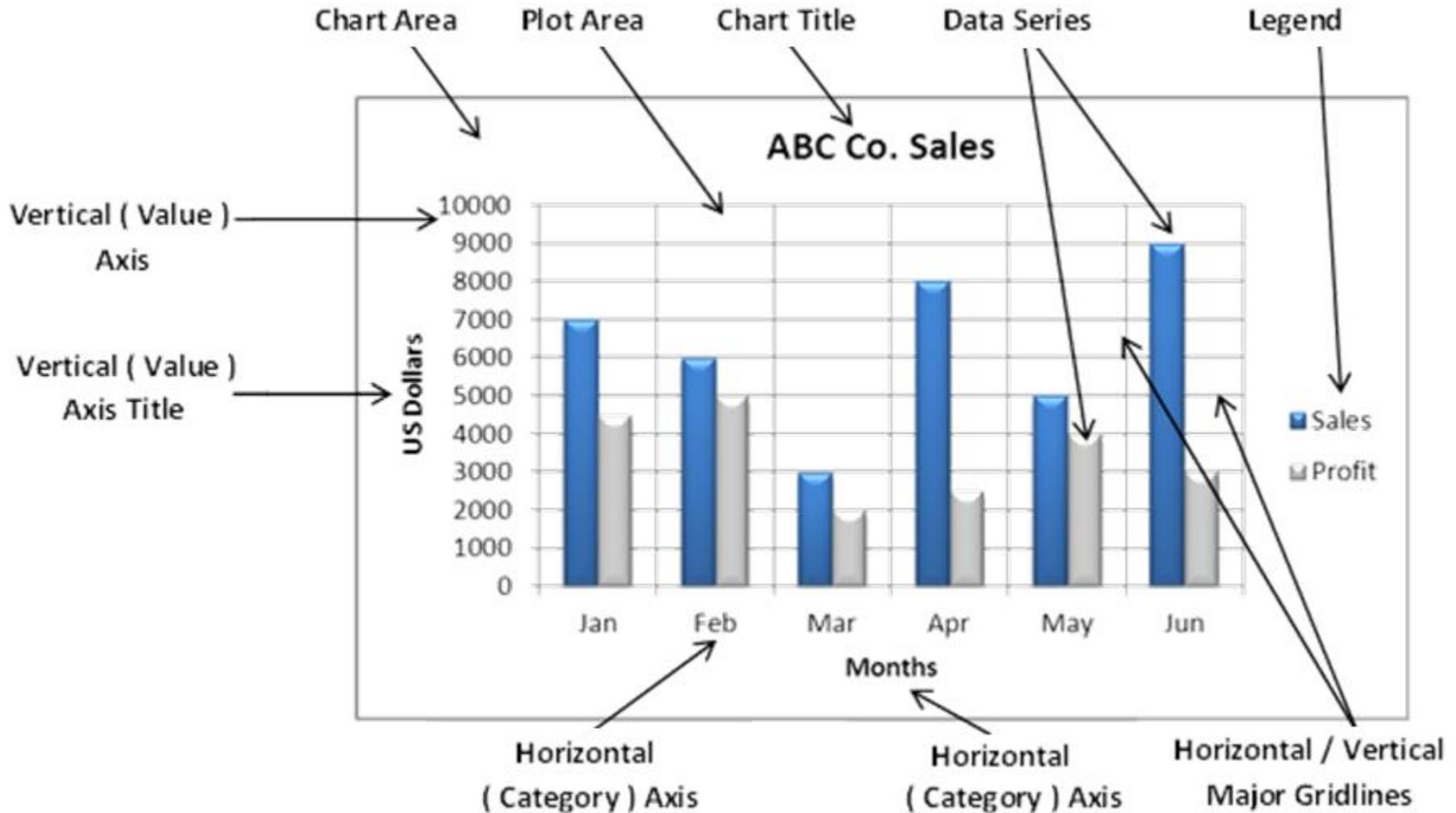


Excel Charts

Sample file used :

Module 5A – Charts

Components of a Chart



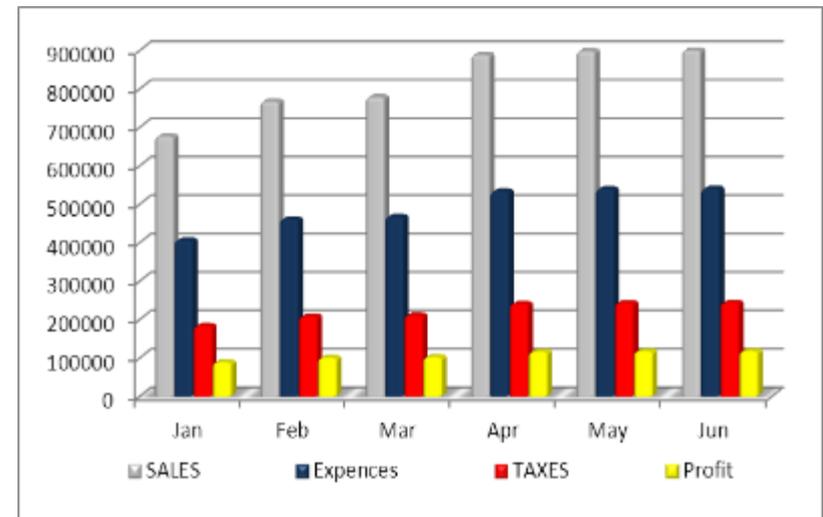
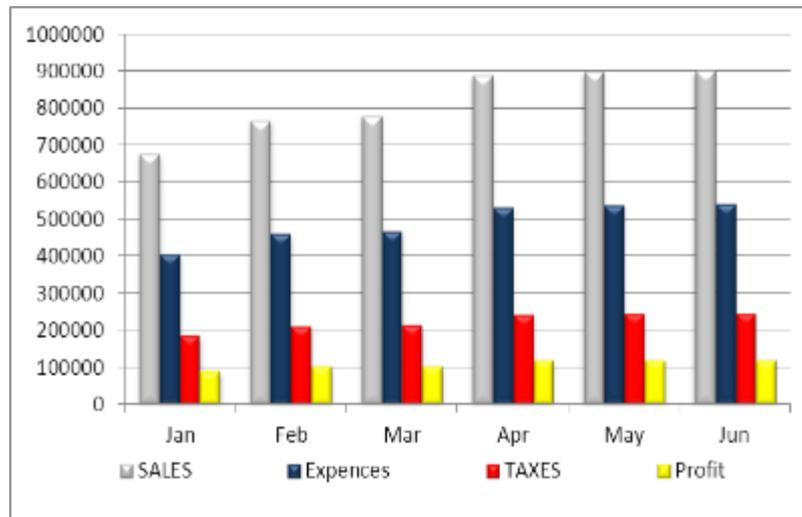
Column Charts

Sample file used :

Module 5A – Charts

Types of Charts & when to use them

Categories are typically organized along the horizontal axis and values along the vertical axis.



Clustered Column Chart

Clustered 3-D Column Chart

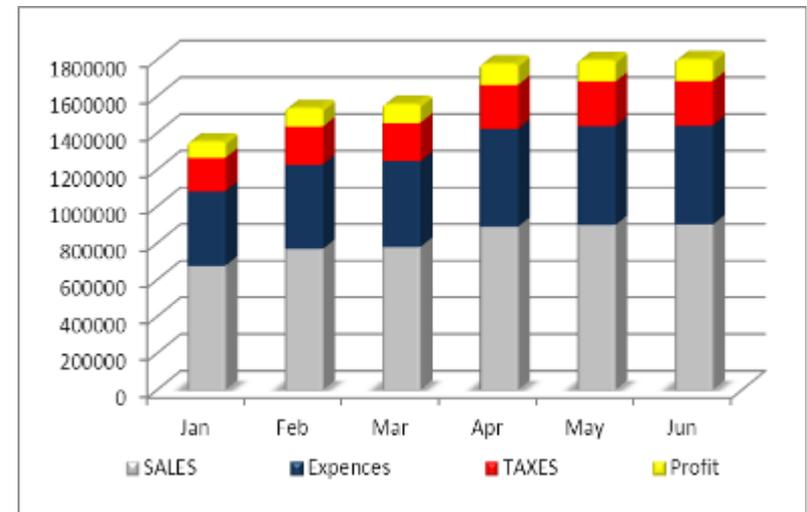
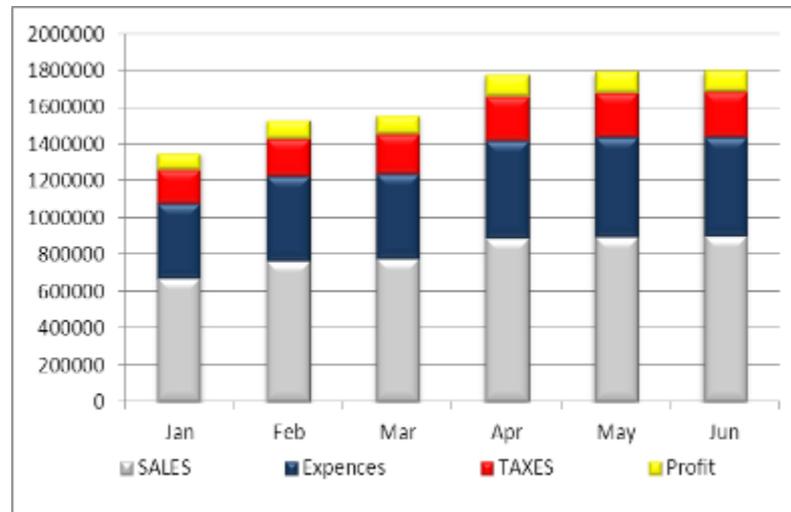
Column Charts

Sample file used :

Module 5A – Charts

Types of Charts & when to use them

Used to show the relationship of individual items to the whole, comparing the contribution of each value to the total across categories



Stacked Column Chart

Stacked 3-D Column Chart

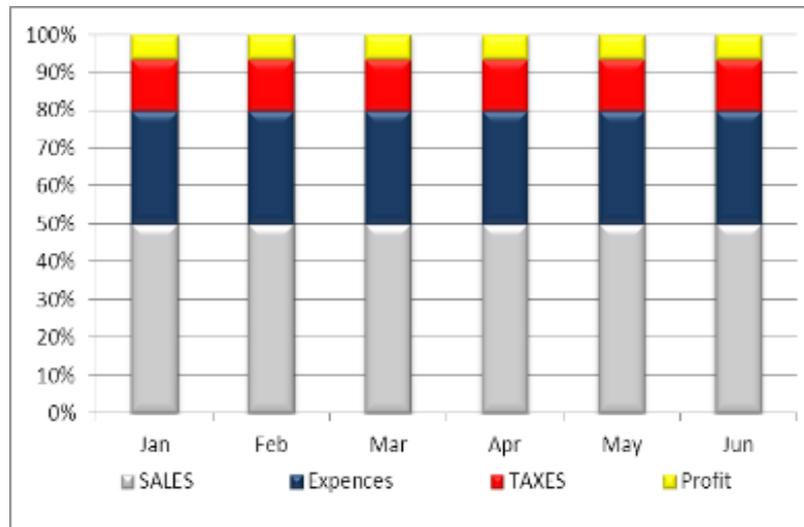
Column Charts

Sample file used :

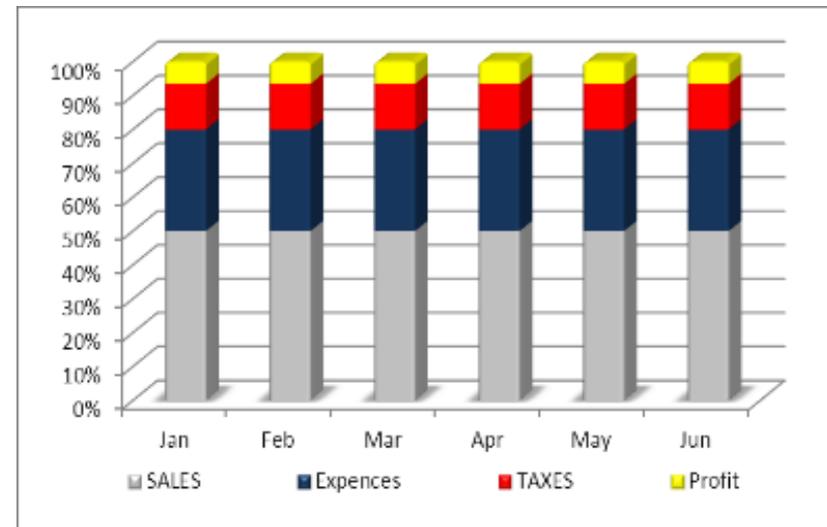
Module 5A – Charts

Types of Charts & when to use them

Used to compare the percentage % that each value contributes to a total across categories



100% Stacked Column Chart



100% Stacked 3-D Column Chart

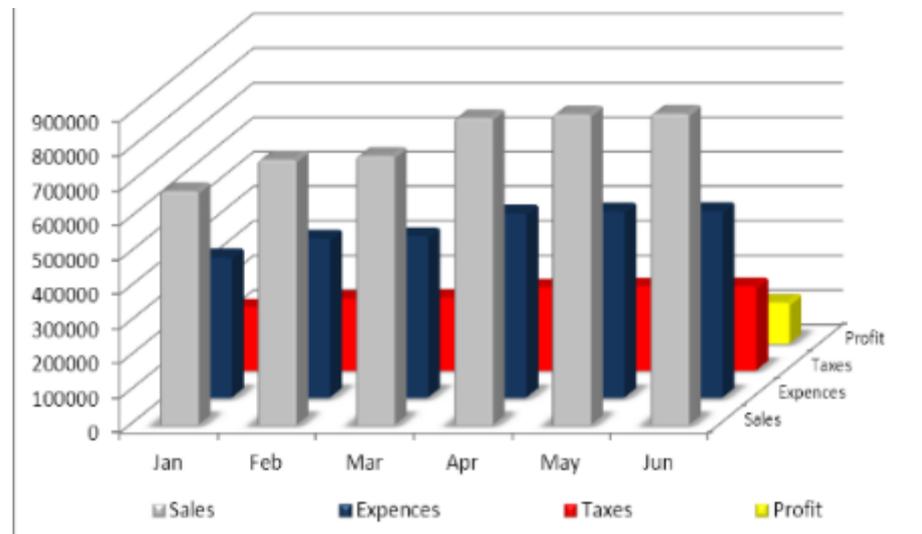
Column Charts

Sample file used :

Module 5A – Charts

Types of Charts & when to use them

Uses 3 axis that you can modify (Horizontal, Vertical, & Depth axis) & the data points are compared along the horizontal & depth axis)

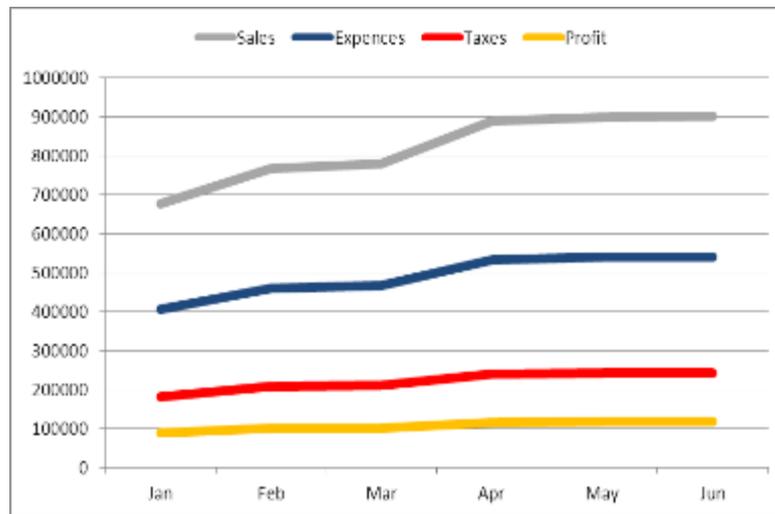


Line Charts

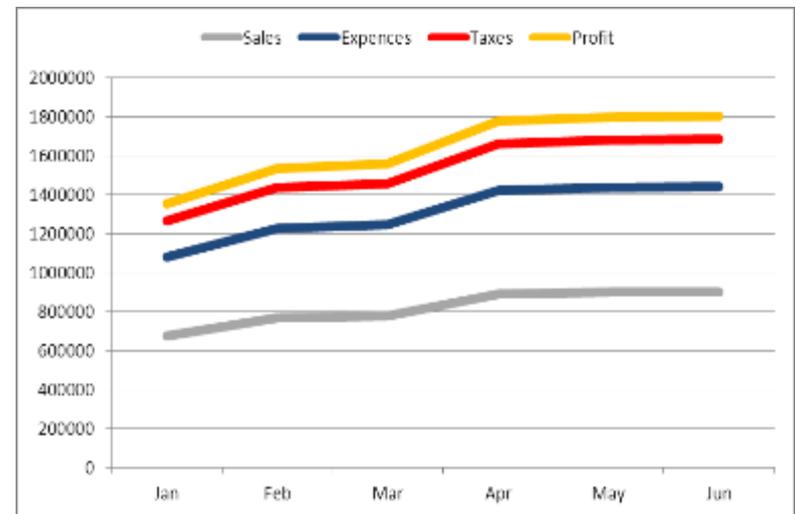
Types of Charts & when to use them

Line charts are used when the category labels are text, and represent evenly spaced values such as months, quarters etc.

Stacked Line charts are used to show the trend of the contribution of each value over time or ordered categories



Line Chart



Stacked Line Chart

Line Charts

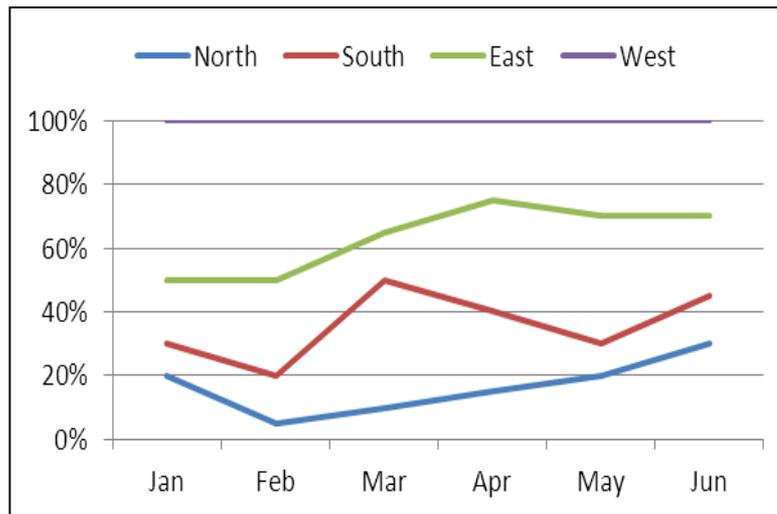
Sample file used :

Module 5A – Charts

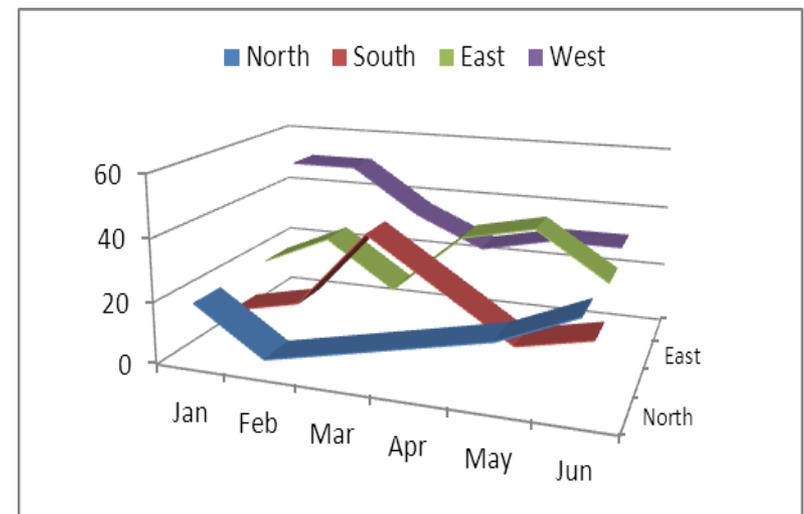
Types of Charts & when to use them

100% stacked line charts are used to show the trend of the % each value contributes over time or ordered categories

3-D line charts show each row or column of data as a 3-D ribbon. These have horizontal, vertical, and depth axes that you can modify



100% Stacked Line Chart



3-D Line Chart

Pie Charts

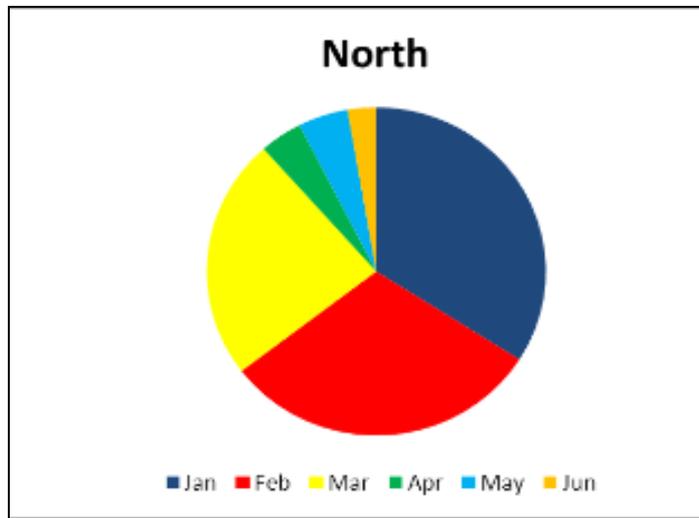
Sample file used :

Module 5A – Charts

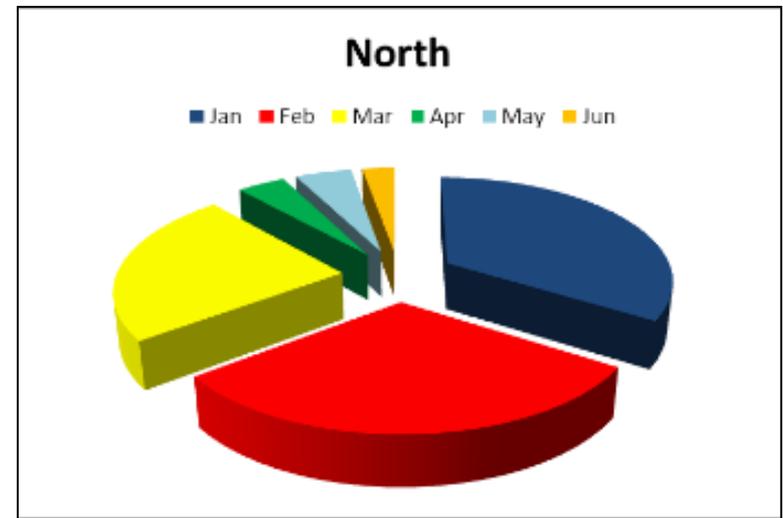
Types of Charts & when to use them

Pie charts can be drawn only for data that is arranged in one column or row & cannot have ZERO or NEGATIVE values

Exploded Pie in 3-D charts display the contribution of each value to a total while emphasizing individual values



Pie Chart



Exploded Pie in 3-D Chart

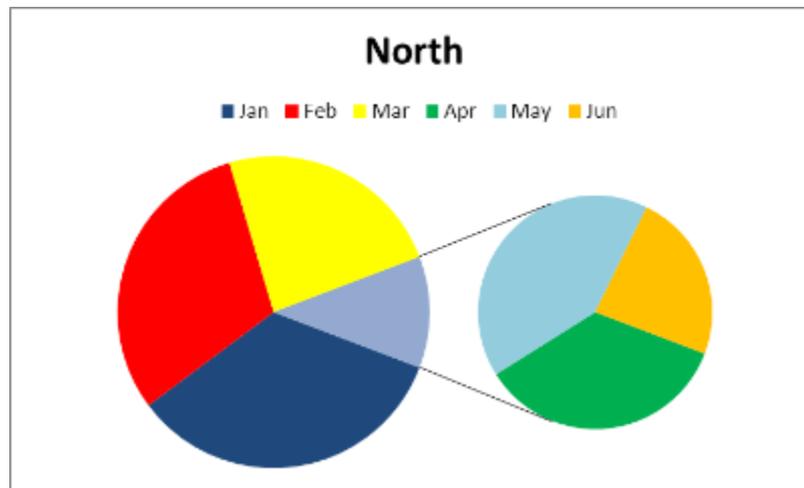
Pie Charts

Sample file used :

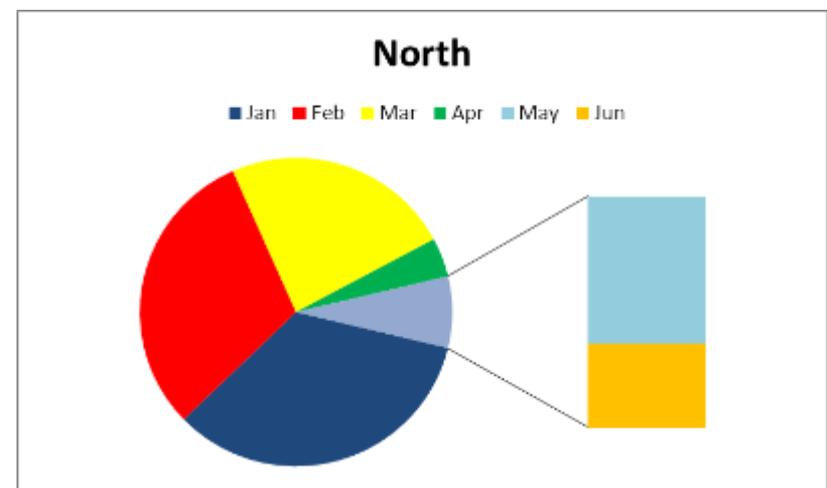
Module 5A – Charts

Types of Charts & when to use them

Both these charts display pie charts with user-defined values that are extracted from the main pie chart and combined into a secondary pie chart or into a stacked bar chart. Useful to distinguish small slices in the main pie chart separately



Pie of Pie Chart



Bar of Pie Chart

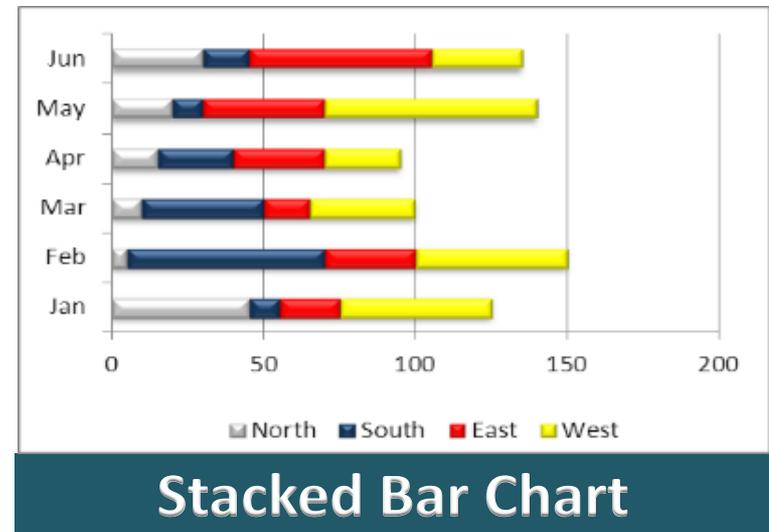
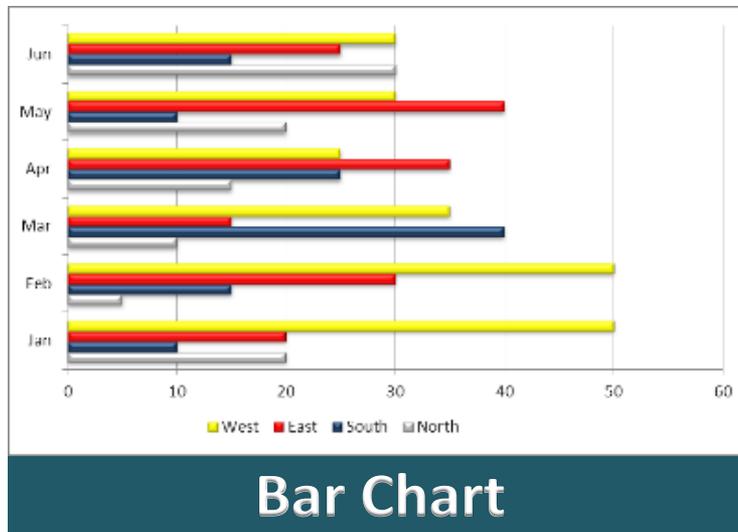
Bar Charts

Sample file used :

Module 5A – Charts

Types of Charts & when to use them

Data that is arranged in columns or rows on a worksheet can be plotted in a bar chart. Bar charts illustrate comparisons among individual items. Useful when the axis labels are long & values shown are durations.



Tool - 02

Sample file used :

Module 10 A

Module 10 C -10G

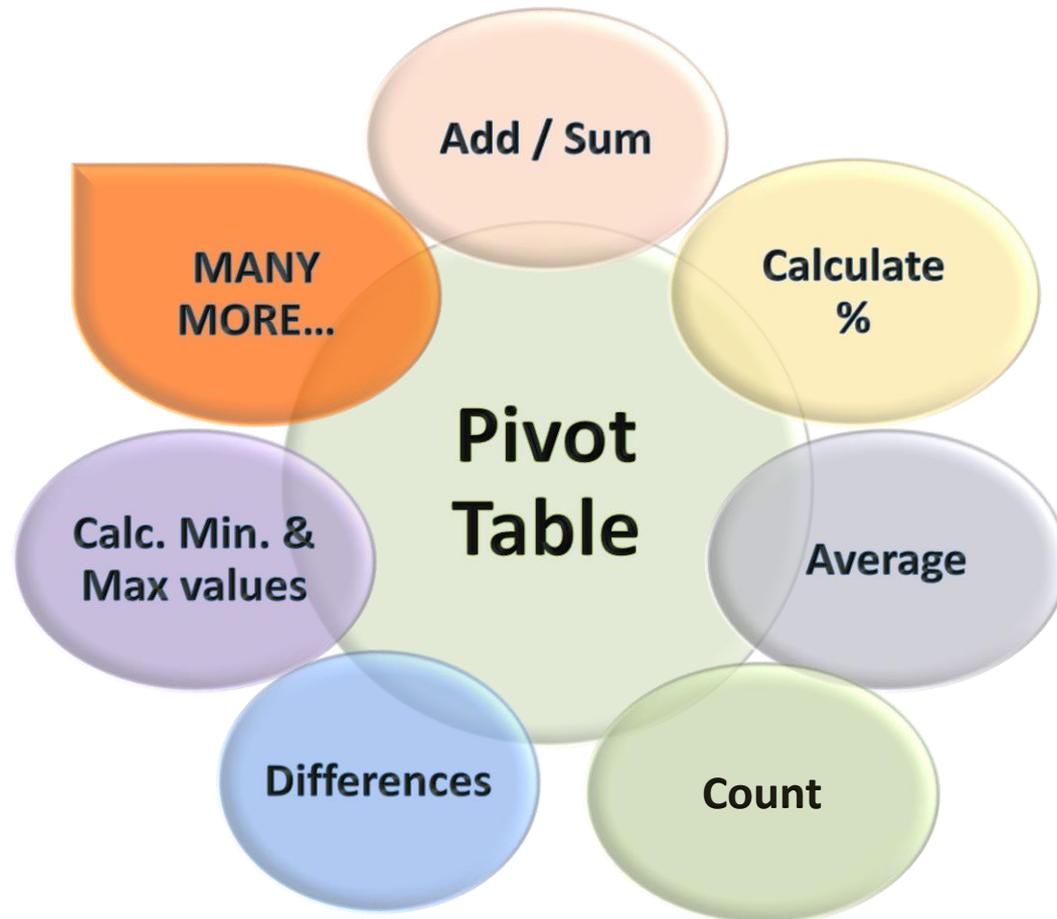
Pivot Tables & Charts



What is a PIVOT table

- Data summarization tool found in spread sheets
- Used to query large amounts of data in many user-friendly ways
- The most powerful tool in Excel
- **A tool for the management**

What can we do with PIVOT tables



Pre requisites to follow

- Always have the data in **TABLE FORMAT**

Card Type	Gender	Cards Sold
Gold	Male	4,500
	Male	3,560
Gold	Male	6,000
Silver		2,250

(Headings)

(Data)

- Do not have Empty / Merged Cells in the range or headings
- Every column of data should have a heading
- Do not have blank rows or columns between the data set
- Have the Headings in a different format (eg: bold)
- Make sure the headings are *bottom line headings*

Pivot Table Layout

GENDER

Male

Sum of CARDS SOLD	ZONE				Grand Total
CARD TYPE	EAST	NORTH	SOUTH	WEST	
GOLD	4,500	5,000	6,000	8,500	24,000
SILVER	4,000	2,250	5,500	6,260	18,010
Grand Total	8,500	7,250	11,500	14,760	42,010

Pivot table layout

Separate sheets can be created for fields in the 'Filters' cage

Fields in Columns cage will appear as **Column headings**

Fields in Rows cage will appear as **Row headings**

If No's are placed in Row/ Column cages, you may Group them

Fields in this cage will appear as data. Usually number fields are placed here for calculations. If Text fields are placed here, the COUNT can be taken

The screenshot shows the 'PivotTable Fields' task pane on the left and a portion of an Excel worksheet on the right. The task pane is titled 'PivotTable Fields' and includes a search bar, a list of fields with checkboxes, and four drag-and-drop areas: 'Filters' (purple), 'Columns' (green), 'Rows' (blue), and 'Values' (orange). The 'Defer Layout Update' checkbox is unchecked, and the 'Update' button is visible. The worksheet on the right shows columns A, B, and C, and rows 1 through 22. A green box highlights cell A3. A text box labeled 'PivotTable1' is positioned over the worksheet, containing the text 'To build a report, choose fields from the PivotTable Field List' and an illustration of a pivot table layout with a circular callout showing a list of items with checkboxes, one of which is checked.

Creating a Pivot Report

The screenshot shows the Excel interface with the 'Insert' tab selected. The 'PivotTable' button is highlighted with a red box and a blue circle labeled '3'. The 'Create PivotTable' dialog box is open, showing the 'Table/Range' field set to 'Table1' and the 'New Worksheet' option selected. The 'OK' button is highlighted with a red box and a blue circle labeled '4'. In the background spreadsheet, the cell containing 'A&' is highlighted with a red box and a blue circle labeled '1'. The 'Insert' tab label is highlighted with a red box and a blue circle labeled '2'.

	A	DATE SHIPPED	FACTORY	BUYER	STYL
6		1-Jan-17	FAC-BT	A&F	AF/>
7		1-Jan-17	FAC-BT	A&F	AF/>
8		1-Jan-17	FAC-BT	A&F	AF/>
9		21-Jan-17	FAC-BT	A&F	AF/>
10		21-Jan-17	FAC-BT	A&F	AF/>
11		21-Jan-17	FAC-BT	A&F	AF/>
12		23-Jan-17	FAC-BT	A&F	AF/>
13		23-Jan-17	FAC-BT	A&F	AF/>
14		23-Jan-17	FAC-BT	A&F	AF/>
15		23-Jan-17	FAC-BT	A&F	AF/>
16		24-Jan-17	FAC-BT	A&F	AF/>
17		24-Jan-17	FAC-BT	A&F	AF/>
18		24-Jan-17	FAC-BT	A&F	AF/>
19		24-Jan-17	FAC-BT	A&F	AF/>
20		24-Jan-17	FAC-BT	A&F	AF/>

Sample Files

05 B PIVOT TABLES Daily Shipments .xlsx

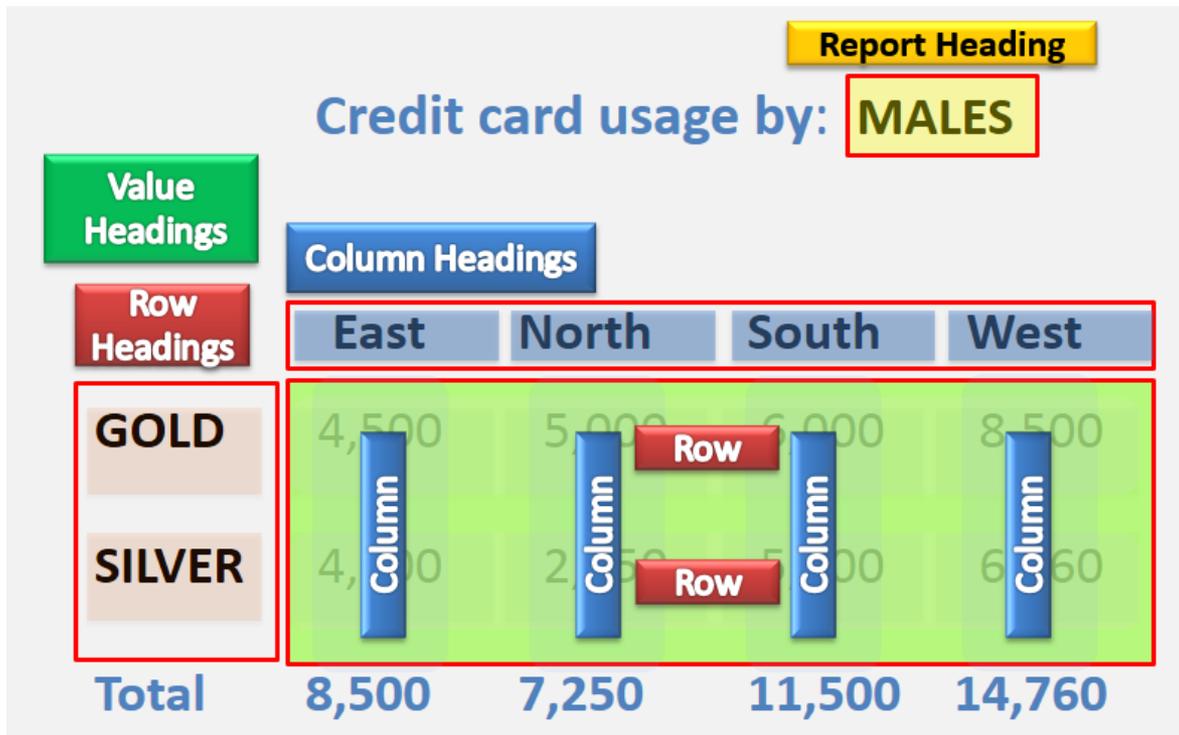
Creating a Pivot Report

Row Heading:

Column Heading

Values

	A	B	C	D	E	F
3	Sum of NO OF PCS	Column Labels				
	Row Labels	FRANCE	JAPAN	UK	USA	Grand Total
	FAC-BT	22893000	25303500	20170250	28211000	96577750
	FAC-GL	25147000	31374750	16470500	31128000	104120250
	FAC-KT	43549750	50176750	47746000	57650750	199123250
3	Grand Total	91589750	106855000	84386750	116989750	399821250



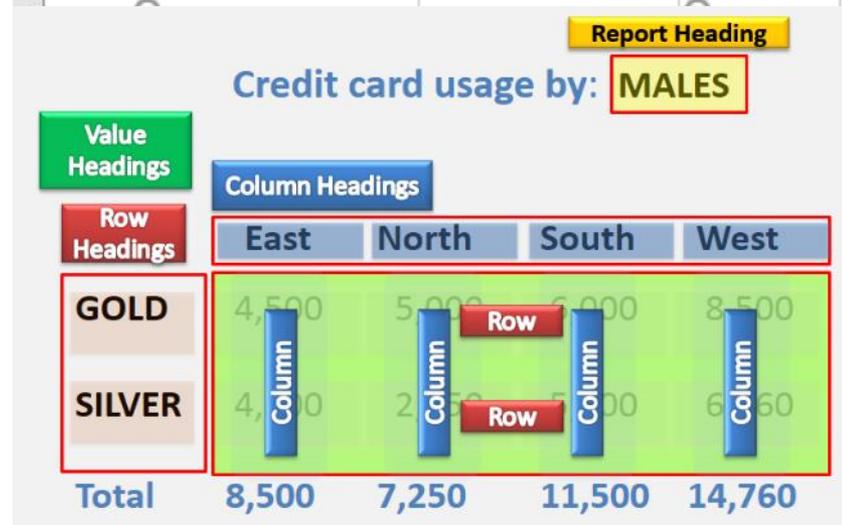
Creating a Pivot Report

Row Heading:

Column Heading

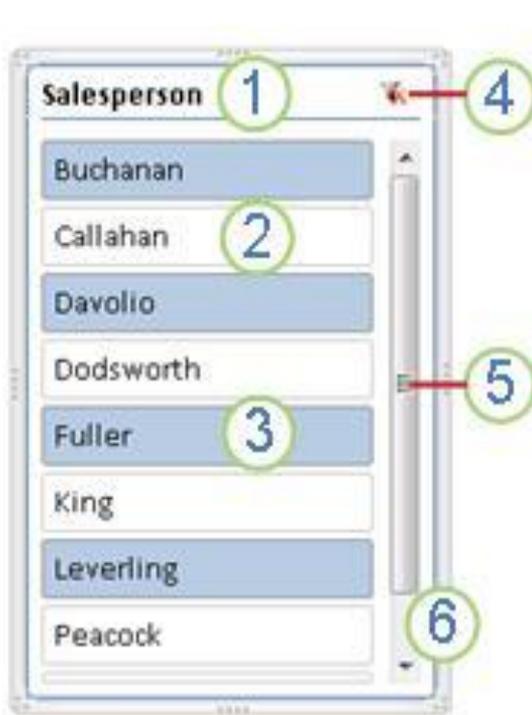
Values

1		Column Labels				
2	Row Labels	FRANCE	JAPAN	UK	USA	Grand Total
3	FAC-BT					
4	Sum of NO OF PCS	22893000	25303500	20170250	28211000	96577750
5	Sum of NO OF PCS2	23.70%	26.20%	20.88%	29.21%	100.00%
6	FAC-GL					
7	Sum of NO OF PCS	25147000	31374750	16470500	31128000	104120250
8	Sum of NO OF PCS2	24.15%	30.13%	15.82%	29.90%	100.00%
9	FAC-KT					
10	Sum of NO OF PCS	43549750	50176750	47746000	57650750	199123250
11	Sum of NO OF PCS2	21.87%	25.20%	23.98%	28.95%	100.00%
12	Total Sum of NO OF PCS	91589750	106855000	84386750	116989750	399821250
13	Total Sum of NO OF PCS2	22.91%	26.73%	21.11%	29.26%	100.00%



Slicers

Slicers are easy-to-use filtering components that contain a set of buttons that enable you to quickly filter the data in a PivotTable report, without the need to open drop-down lists to find the items that you want to filter.



1

A slicer header indicates the category of the items in the slicer.

2

A filtering button that is not selected indicates that the item is not included in the filter.

3

A filtering button that is selected indicates that the item is included in the filter.

4

A **Clear Filter** button removes the filter by selecting all items in the slicer.

5

A scroll bar enables scrolling when there are more items than are currently visible in the slicer.

6

Border moving and resizing controls allow you to change the size and location of the slicer.

Slicers will NOT WORK with Excel Old Version Documents

Protect Pivot Table without Slicers

Row Labels	Sum of Order
Apple	13898
Banana	5682
Cheery	2359
Grape	3805
Mango	2782
Melon	4823
Orange	4444
Peach	4332
Grand Total	42125

Product

- Cut
- Copy
- Paste Options:
- Refresh
- Sort A to Z
- Sort Z to A
- Clear Filter from "Product"
- Multi-Select "Product"
- Report Connections...
- Remove "Product"
- Group
- Bring to Front
- Send to Back
- Assign Macro...
- Size and Properties...**
- Slicer Settings...



Format Slicer

Position and Layout

Size

Properties

- Move and size with cells
- Move but don't size with cells
- Don't move or size with cells
- Print object
- Locked**
- Lock text

Alt Text

Protect Sheet

Password to unprotect sheet:

Protect worksheet and contents of locked cells

Allow all users of this worksheet to:

- Select locked cells
- Select unlocked cells**
- Format cells
- Format columns
- Format rows
- Insert columns
- Insert rows
- Insert hyperlinks
- Delete columns
- Delete rows

OK Cancel

Protect Sheet

Password to unprotect sheet:

Protect worksheet and contents of locked cells

Allow all users of this worksheet to:

- Insert columns
- Insert rows
- Insert hyperlinks
- Delete columns
- Delete rows
- Sort
- Use AutoFilter
- Use PivotTable & PivotChart**
- Edit objects
- Edit scenarios

OK Cancel

Confirm Password

Reenter password to proceed.

.....

Caution: If you lose or forget the password, it cannot be recovered. It is advisable to keep a list of passwords and their corresponding workbook and sheet names in a safe place. (Remember that passwords are case-sensitive.)

OK Cancel

Tool - 03

Sample file used :

Module 8C – Formula Auditing A

Module 8C – Formula Auditing B

Formula Auditing



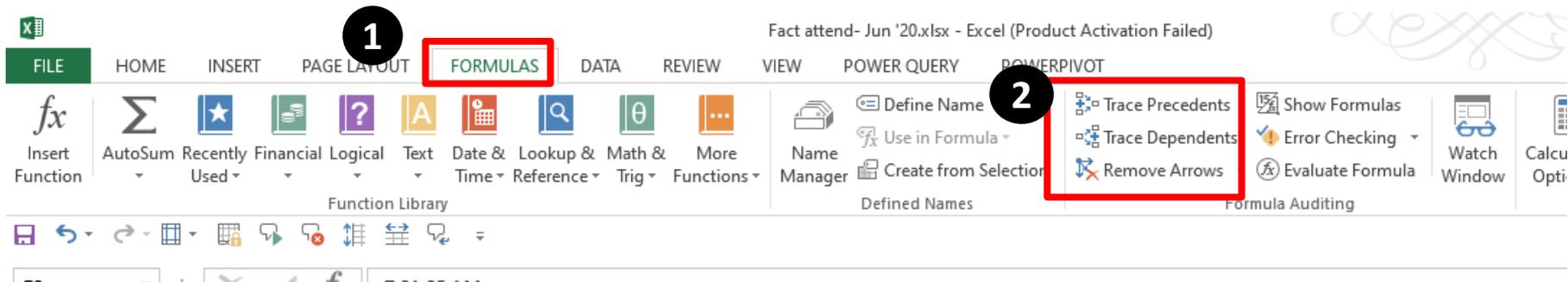
Formula Auditing

Sample file used :

Module 8C – Formula Auditing A
Module 8C – Formula Auditing B

- Allows you to graphically display the relationship between formulas and cells

Features: Easy Auditing of formula dependents and precedents, including object dependencies (charts, pivot tables, form controls, Validation formulas, Conditional formatting formulas etc.)



Tool - 04

Data Validation



Data Validation

Sample file used :

Module 5C – Data Validations

Finance



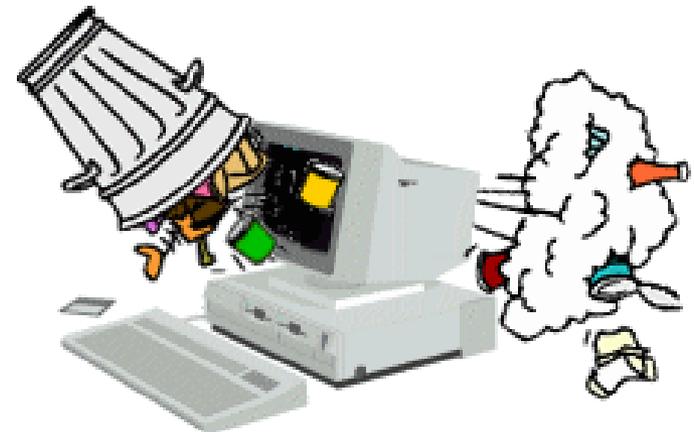
LIFO - Last In First Out

FIFO – First In First Out

I.T



GIGO – Garbage In Garbage Out



Data Validation

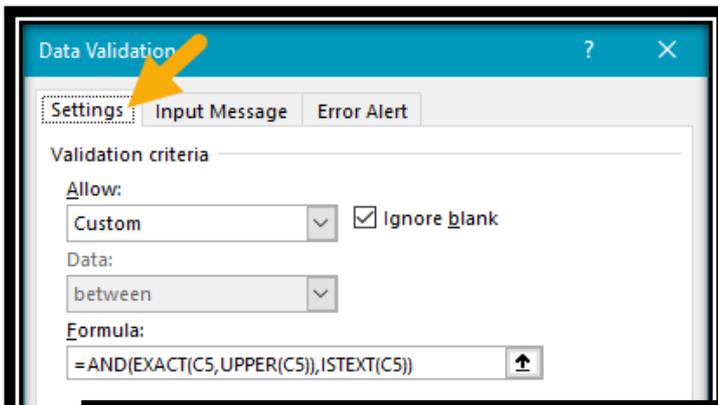
Sample file used :

Module 5C – Data Validations

TITLE	FIRST NAME	LAST NAME	AGE	DEPT	DATE JOINED
Mr	AMAL	SILVA	31	HRD	12-Jan-01
Mr	SUNIL	PERERA	38	SAL	14-May-04
Mrs	SONALI	PERERA	30	SAL	15-Jun-05
Miss	SUMUDU	MENDIS	33	FIN	18-Mar-05
Mrs	NILMANI	WARUSAWITHANA	40	HRD	22-Nov-06

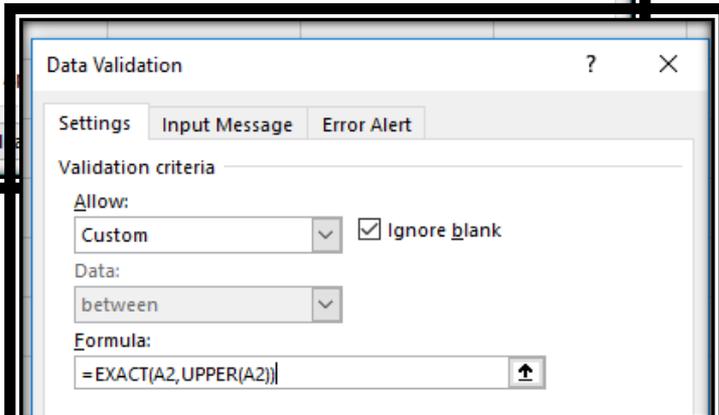
- HAVE THE LIST IN A SEPARATE SHEET
- Use DYNAMIC / NESTED LISTS
- Use of INDIRECT() Function

The screenshot shows the Microsoft Excel ribbon with the 'Data' tab selected, highlighted with a red box and a red circle containing the number '01'. The 'Data Validation' button in the 'Data Tools' group is also highlighted with a red box and a red circle containing the number '02'. Below the ribbon, the 'Data Validation' dialog box is open, showing the 'Settings' tab. The 'Allow:' dropdown menu is set to 'Date', and the 'Ignore blank' checkbox is checked.



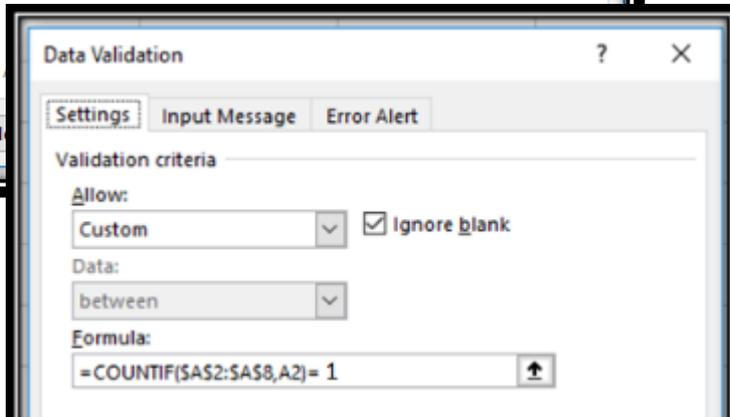
Allow only UPPER CASE TEXT

=AND(EXACT(C5 , UPPER(C5)) , ISTEXT(C5))



Allow only UPPER CASE

=EXACT(A2 , UPPER(A2))



Allow only UNIQUE VALUES

=COUNTIF (\$A\$2:\$A\$8 , A2) = 1

Tool - 05

What if Analysis - Goal Seek



Goal Seek

Sample file used :

Module 8D – GOAL SEEK

- Is a **what-if analysis tool**
- Enables to find the input values needed to achieve a goal or objective.
- To use Goal Seek, select the cell containing the formula that will return the result you're seeking and then indicate the target value you want the formula to return and the location of the input value that Excel can change to reach the target.

iKAD Consultancy & Training

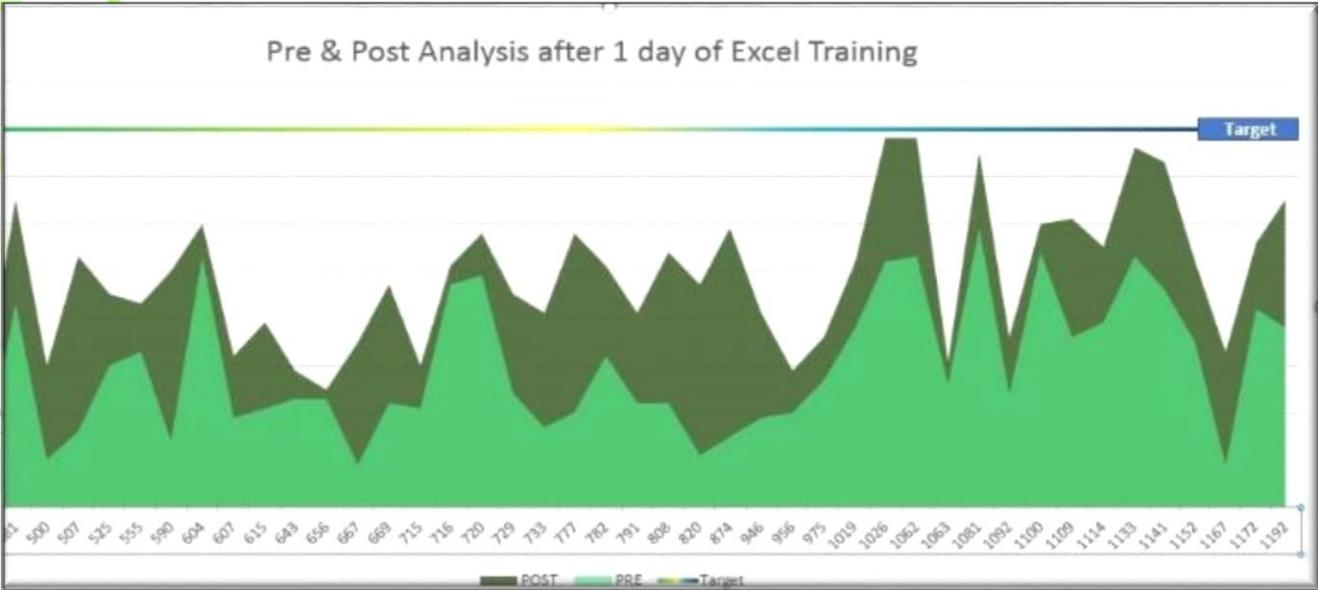


Conducted over 1,500 Excel sessions



Pre and Post Evaluations

**Check your Staff's IT Knowledge
By conducting a Skill Gap Analysis**



Do you know?

How much of EXCEL your Employees know & what Tools & Functions they should know

Never try to learn everything in Excel - but learn the **Most Important Tools & Functions** required to perform your job efficiently.

Carry-out a **Skill Gap Analysis** prior to Training

Either by a 10 minute Questionnaire or a 2 hour Practical Test



Minimum 10 employees

1- Knows a little (need to brush-up)
2- Knows everything 100% (not required)
Importance : VL-Very low, M-Medium, H-High

Age
Name

75 Questions covering most important tools & functions

	Knowledge level	Importance
04		
05		
06		
07		
08		
09		

250/= per emp.

2 hr. Practical Test for 3 levels

500/= per emp.

Customers – Skill Gap Analysis conducted

Questionnaire



Practical Test



Thank You

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www.ikad-trn.com

077 3427725



