

Mastering Data Analysis in Excel – Practical Workshop

Aim:

The aim of the seminar is to explain the different functions and formulas of excel, as well as how these can be used to help auditors succeed.

During the seminar, a number of functions and formulas will be explained and participants will be able to practice all functions and formulas discussed. Examples will be given that could be used to detect fraud, errors etc.

By analyzing big data of transactions and comparing data from different sources, internal control can detect fraud, ineffectiveness or non-effectiveness in compliance.

Objective:

The seminar will help participants better understand what terms like data analytics, data analysis and CAATs mean, the need for retrieval of the “right” data and their validation methods. This seminar will analyze practical applications in the various business cycles, in the journal entries review together with anti-fraud tests. In addition, the course will offer a demonstration of some of the industry standard tools and data visualization tools.

Participants' Profile:

Internal Auditors, Compliance Officers, Information Security Auditors, External Auditors, Consultants



Lecturer's Profile: Costas Perikis

Costas Perdikis has a degree in Electronics and Electrical Engineering of University of Portsmouth at United Kingdom. He has started his career in a well-established computer company in Cyprus and for many years he was the Senior Computer Supervisor of Intercollege in Limassol.

In addition, he has substantial experience in training both employees and managers with regards to Information and Technology.

Mr. Perdikis has been delivering both open and in-house training seminars for Globaltraining. He has also established KP WINTEC LTD a company which distributes computer hardware and offers IT services at any level.

SEMINAR DETAILS

Dates:	24 May, 2021
Time:	09:00 – 17:15
Duration:	7 hours / CPD units
Town:	Nicosia
Venue:	University of Nicosia / Computer Lab: B111
Language:	English
Cost:	€180

HRDA Subsidy:

Most of the open seminars offered are accredited and approved by the Human Resource and Development Authority of Cyprus (HRDA) for subsidy. Participants receive subsidy provided that they meet the HRDA's criteria.

The specific seminar is not subsidized by HRDA.

Contact Details:

For more information and registrations please contact

Student and Client Services

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SEMINAR PROGRAMME

		Mastering Data Analysis in Excel – Practical Workshop
Time	Duration	Description
09:00 – 10:30	1:30	Introduction <ul style="list-style-type: none"> • Navigate to Excel via cells, sheets and workbooks • Understanding the different on-screen objects (Toolbars, Status bar, Ribbon, Tabs) • Set options in Excel • Data Formatting • Format Painter, Conditional Setup
10:30 – 10:45	0:15	C O F F E E B R E A K
10:45 – 13:15	2:30	Formulas <ul style="list-style-type: none"> • Resolve Errors • Basic Types: SUM, COUNT, IF • IF logic function and Nested IF logic functions • SUMIF, SUMIFS and COUNTIF, COUNTIFS • Text Modes: LEN, MID, LEFT, RIGHT • VLOOKUP and HLOOKUP function for an exact lookup • IFERROR function to suppress error messages
13:15 – 14:00	0:45	L U N C H B R E A K
14:00 – 15:45	1:45	Operations <ul style="list-style-type: none"> • Filter, Sort • Split fixed width data using Text to Columns • Split delimited data using Text to Columns • Paste special, duplicate, data import • Extract duplicate records • Pivot Tables
15:45-16:00	0:15	C O F F E E B R E A K
16:00 – 17:15	1:15	Operations (con't) Questions and Answers
Total Net Duration	7:00	END OF SEMINAR

Certification:

All participants will be awarded a certificate. Each hour of attendance will account for one unit of Continuing Professional Development (CPD) as required for members of most professional bodies.

In-house Seminars:

Globaltraining has been cooperating with many companies in Cyprus and abroad for covering their in-house training needs. Some of these companies are large multinational companies with presence in Cyprus and abroad. The clients we serve include a wide range of industries, including banking, accounting and audit, investment services firms, telecommunication, construction and retail. Tailor-made seminars are offered upon request from clients.