



*Training Course:  
Designing and Analyzing Financial Data Using  
Microsoft Excel*

*11 - 15 August 2024  
Amman (Jordan)  
Chemistry*

## Training Course: Designing and Analyzing Financial Data Using Microsoft Excel

Training Course code: FI235186 From: 11 - 15 August 2024 Venue: Amman (Jordan) - Chemisty Training Course Fees: 3250 € Euro

### Introduction:

This training course will discuss the specific skills related to dealing with spreadsheet software such as "MS Excel" and database management software like "MS Access." It will cover how to use these programs in the development and design of electronic accounting applications, as well as how to acquire specialized skills for using these programs in the analysis of accounting data and information. This includes analyzing financial statements to evaluate the financial and managerial performance of an organization and providing financial information to aid in managerial decision-making. The course will also cover financial planning, budgeting, and honing practical application skills.

### Program Objectives:

By the end of the training program, participants will be able to:

- Design accounting systems using MS Access.
- Enhance accounting work through computerization.
- Utilize MS Excel for financial planning.
- Expand their practical skills in using computers to improve professional performance in various accounting aspects.

### Target Audience:

This program is aimed at:

- Accountants and bookkeepers.
- Managers and heads of financial departments looking to deepen their understanding of accounting concepts and methods.
- Non-financial managers and other individuals who use financial information for decision-making or provide reports to senior management.
- Financial managers.
- Audit managers.
- Financial planning managers and accounting heads.
- Financial controllers and other financial affairs personnel.

- Anyone seeking to develop their skills and experience in this field.

## Outlines:

### Day 1:

Introduction to computer software used in accounting applications:

- Introduction to "MS Excel" program.
- Introduction to "MS Access" program.
- Specialized accounting software.

### Day 2:

Using "MS Excel" for financial planning:

- Cost planning.
- Profit mapping using "Chart Wizard."
- Forecasting and financial planning using Solver.
- Financial analysis and comparison of decision alternatives using Scenarios.

### Day 3:

Designing accounting systems using "MS Access":

- Defining system objectives.
- Identifying key system elements and components.
- Preparing and designing system files.
- Designing data input documents input forms.
- Designing system outputs information reports.
- Linking system elements using Macros and Modules.

### Day 4:

Enhancing accounting work using computers Part 1:

- Implementing the complete accounting cycle.

- Workshop: Analyzing, recording, and summarizing financial transactions and preparing final financial statements using computers.

#### Enhancing accounting work using computers Part 2:

- Auditing income statement items and balance sheet items: audit software and collecting audit evidence.
- Complete workshop: Using structured programs to review revenue, expenses, assets, and electronically prepared liabilities.

#### Day 5:

#### Enhancing accounting work using computers Part 3:

- Budget planning and its preparation issues.
- Stages of standards and procedures for preparing the current budget.

#### Enhancing accounting work using computers Part 4:

- Project budgeting and tasks for investment feasibility evaluation.
- Measuring, evaluating, and planning for improvement in performance.
- Complete workshop: Using computers for analyzing and critiquing financial statements.
- Complete workshop: Using computers for preparing, writing, and presenting financial reports.

## Registration form on the Training Course: Designing and Analyzing Financial Data Using Microsoft Excel

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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

### Delegate Information

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Company Information

Company Name: .....  
 Address: .....  
 City / Country: .....

### Person Responsible for Training and Development

Full Name (Mr / Ms / Dr / Eng): .....  
 Position: .....  
 Telephone / Mobile: .....  
 Personal E-Mail: .....  
 Official E-Mail: .....

### Payment Method

- Please find enclosed a cheque made payable to Global Horizon
- Please invoice me
- Please invoice my company

### Easy Ways To Register

Telephone:  
+201095004484 to  
provisionally reserve your  
place.

Fax your completed  
registration  
form to: +20233379764

E-mail to us :  
info@gh4t.com  
or training@gh4t.com

Complete & return the  
booking form with cheque  
to: Global Horizon  
3 Oudai street, Aldouki,  
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