Training Course:
Designing and Analyzing Financial Data Using Microsoft Excel

9 - 13 June 2024
Dubai (UAE)
Residence Inn by Marriott Sheikh Zayed Road, Dubai

Training Course:
Designing and Analyzing Financial Data Using Microsoft Excel

Training Course code: FI235186 From: 9 - 13 June 2024 Venue: Dubai (UAE) - Residence Inn by Marriott Sheikh Zayed Road, Dubai Training Course Fees: 4150 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:
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Complete & Mail or fax to Global Horizon Training Center (GHTC) at the address given below

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Payment Method

☐ Please find enclosed a cheque made payable to Global Horizon

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