

NEW



Advantage Caribbean Institute

Spreadsheet Fundamentals

It is important for both accounting students and professionals working in the financial sector to have at least a basic understanding of spreadsheet functionality.

By taking this course you will not only learn skills that speed up daily tasks, remove errors from calculations and could one day impress your employers and colleagues - but it will also increase your digital literacy, helping you to perform better on computer based examinations and therefore, improving your accountancy exam pass rates.

This course has been designed for both spreadsheet beginners and competent Excel users. Depending on your experience, you can either work your way through the six chapters in order or start midway through the course.



The course comes with full course notes. Each chapter has video lectures recorded by a First Intuition tutor, as well as spreadsheet practice for you to test what you have learned and apply your knowledge to a spreadsheet scenario.



The course starts off with basic principles including common terminology, shortcuts and basic functionality. It then progresses to formatting and basic formulae, before investigating more advanced formulae like 'VLOOKUP' and 'IF' functions. The course concludes by looking at data manipulation including a comprehensive guide to pivot tables.

Chapter 1: Basic principles of spreadsheets

Chapter 2: Formatting

Chapter 3: Basic formulae

Chapter 4: Advanced formulae

Chapter 5: Manipulating data

Chapter 6: Practice exercise

All the skills learned in this course are extremely valuable to students during their studies and remain applicable during their career. Chapter 6 contains a final practice exercise which utilises the various skills learned in this course.

The First Intuition tutor has provided solutions to each exercise and includes a video debrief for the final practice exercise, so students can follow the spreadsheet expert's method and compare it to their own.

