

Module-2

Accountant's Basic Tools: Spreadsheet (Excel & Google sheet)

Excel Introduction



Instructor:

- Shamol Sarker ACCA





Common use of excel for accountants

Common use of excel for accountants

1. Cash book	Salary sheet, Payslip , bank advice
2. Bank statement	MIS – Dashboard
3. Cheque register	Chart of accounts
4. Purchase Register Work order	General Ledger
5. Sales Register Tax Invoice	Trial Balance
6. Stock Register	Profit or Loss Statement
7. Fixed Assets Register	Balance sheet
Notes to the financial statements	Monthly Receipts & Payments
Financials Modeling	



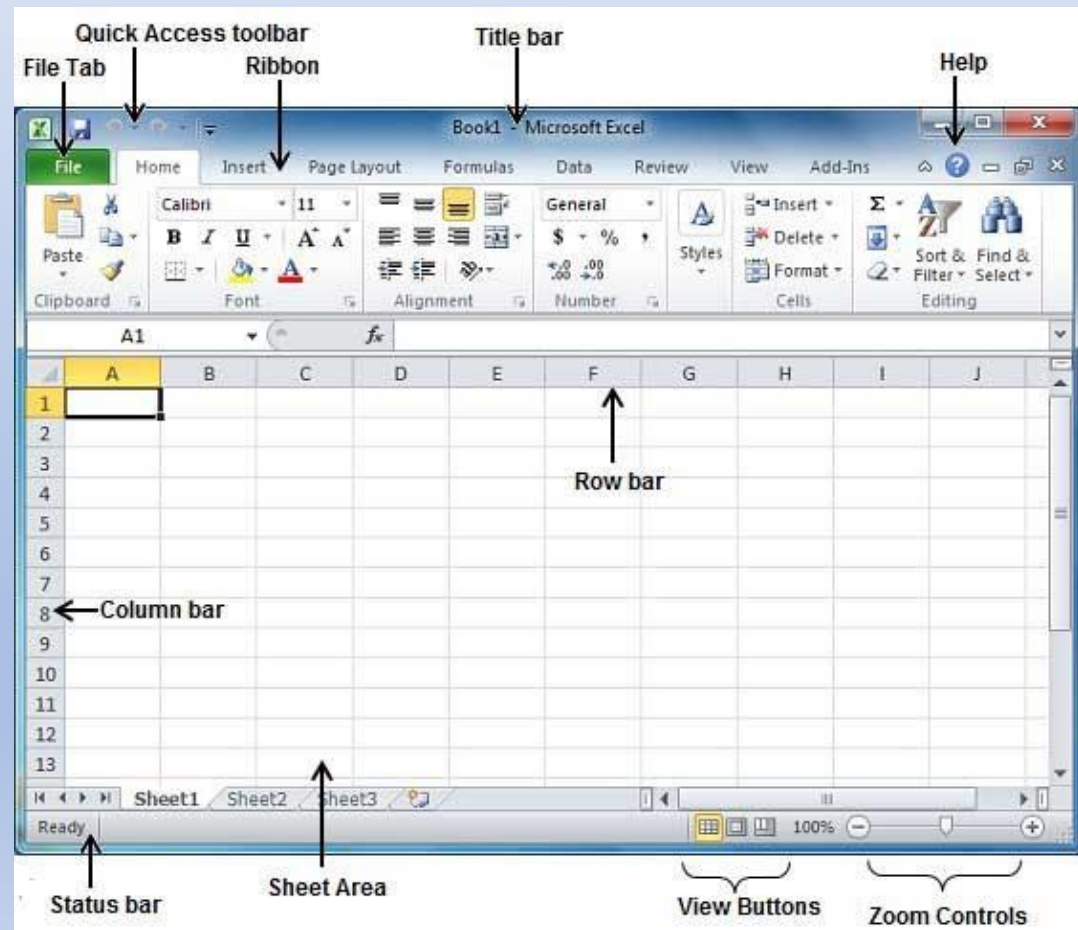
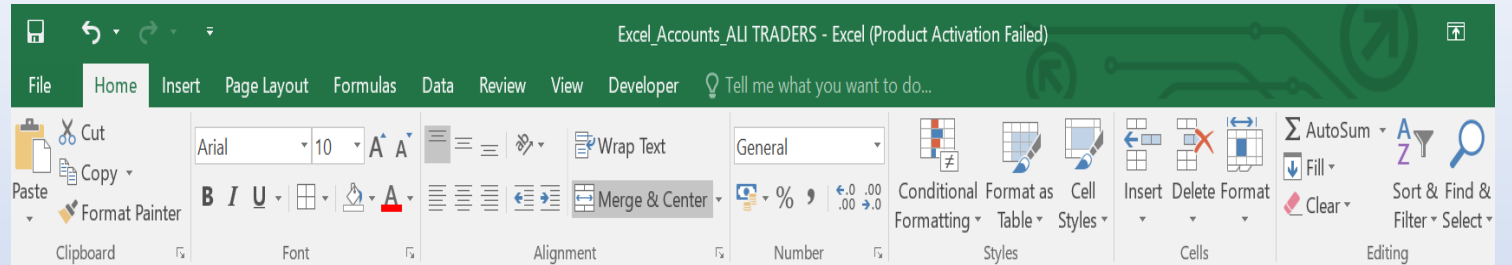
Common features of excel for accountants

Common features of excel for accountants

1. Table format in excel (column & row)	Page Margins, Print title
2. Cell design (alignment, merge, wraptext)	Formula (sum, count, average, if, sumif)
3. Number format	Vlookup
4. Table format	Text to column
5. Filter	Remove duplicate
6. PivotTable	Dropdown
7. Photo / shape add, SmartArt	Goal seek
Charts	Group / ungroup
Link (Hyperlink)	Protect sheet
Freeze	Auto fill up
Keyboard shortcut	



Excel Introduction



Thank You!

Shikhalo e-Learning



Wakil Tower (8th Floor), Ta-131 Gulshan - Badda Link Road,
Gulshan, Dhaka-1212



shikhaloapp@gmail.com



01725-744535



shikhalo.com