

Module-2

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



Practice: Common features of excel

Instructor:

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Common features of excel for accountants

Common features of excel for accountants

1. Table format in excel (column & row)	11. Page Margins, Print title
2. Cell design (alignment, merge, wraptext)	12. Formula (sum, count, average, if, sumif)
3. Number format	13. Vlookup
4. Table format	14. Text to column
5. Filter	15. Remove duplicate
6. PivotTable	16. Dropdown
7. Photo / shape add, SmartArt	17. Goal seek
8. Charts	18. Group / ungroup
9. Link (Hyperlink)	19. Protect sheet
10. Freeze	20. Auto fill up

Keyboard shortcut

Thank You!

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