Course Information

Course Title: *Introduction to Excel*   #374024

Number of continuing education credit hours recommended for this course:

CPA: 3 (All states)
In accordance with the standards of the National Registry of CPE Sponsors, CPE credits have been granted based on a 50-minute hour.
National Registry of CPE Sponsors ID Number: 107615.

Sponsor numbers for states requiring sponsor registration
Florida Division of Certified Public Accountancy: 0004761 (Ethics #0011467)
Hawaii Board of Accountancy: 14003
New York State Board of Accountancy: 002146
Ohio State Board of Accountancy: CPE .51PSR
Pennsylvania Board of Accountancy: PX178025
Texas State Board of Accountancy: 009349

Course Description

Excel is one of the primary tools of the accountant. It is needed for many accounting activities, such as tracking the contents of accounts and conducting financial analyses. However, Excel is a massive program with hundreds of commands and quirky formatting options. In *Introduction to Excel*, we cover the basics of setting up and populating an Excel worksheet, as well as producing well-organized outputs. Topics cov-ered include the menu system, formatting, named styles, templates, and a variety of printing options.

Course Content

Publication/Revision date: 3/29/2022.
Author: Steven M. Bragg, CPA.
Final exam (online): Fifteen questions (multiple-choice).

Program Delivery Method: NASBA QAS Self-Study (interactive)

Subject Codes/Field of Study

NASBA (CPA): Computer Software & Applications

Course Level, Prerequisites, and Advance Preparation Requirements
Program level: Overview
Prerequisites: None
Advance Preparation: None

Instructions for Taking This Course

- Log in to your secure account at www.bhfe.com. Go to "My Account."
- You must complete this course within one year of purchase (If the course is "Expired," contact us and we will add the latest edition of the course to your account (no charge).
- To retain the course-PDF after completion (for future reference) and to enable enhanced navigation: From "My Account," Download and save the course-PDF to your computer. This will enable the search function (Menu: Edit>Find) and bookmarks (icon on left side of document window).
- Complete the course by following the learning objectives listed for the course, studying the text, and, if included, studying the review questions at the end of each major section (or at the end of the course).
- Once you have completed studying the course and you are confident that the learning objectives have been met, answer the final exam questions (online).

Instructions for Taking the Online Exam

- Log in to your secure account at www.bhfe.com. Go to "My Account."
- A passing grade of at least **70%** is required on the exam for this course.
- You will have three attempts to pass the exam (call or email us after three unsuccessful attempts for instructions).
- The exam is not timed, and it does not need to be completed in one session.
- For a printed copy of the exam questions, open the exam and press "Print Exam."
- Once you pass the exam, the results (correct/incorrect answers) and certificate of completion appear in "My Account." A confirmation email is also sent.
- CFP Board and IRS credit hours, if applicable, are reported on Tuesdays and at the end of the month.

Have a question? Call us at 800-588-7039 or email us at contact@bhfe.com.

Learning Assignment & Objectives

- Explain how the ribbon system works.
- Describe cells and ranges.
- Identify how keystrokes can replace the mouse to trigger menu commands.
- Specify where high-volume commands are located on the screen.
- Describe the different uses of a table within a worksheet.
- Explain the differences between the Autocomplete and Autofill functions.
- Describe how cell and range formatting can be accomplished.
- Identify the warnings used when column widths are too narrow.
- Specify the more common Ctrl-letter combinations used to trigger worksheet commands.
- Identify the different variations on the Paste command.
- Explain how range naming works within a worksheet.
- Describe the uses to which the undo function can (and cannot) be put.
- Specify how named styles and themes are used.

About the Author

Steven Bragg, CPA, has been the chief financial officer or controller of four companies, as well as a consulting manager at Ernst & Young. He received a master's degree in finance from Bentley College, an MBA from Babson College, and a Bachelor's degree in Economics from the University of Maine. He has been a two-time president of the Colorado Mountain Club, and is an avid alpine skier, mountain biker, and certified master diver. Mr. Bragg resides in Centennial, Colorado. He has written more than 250 books and courses, including *New Controller Guidebook*, *GAAP Guidebook*, and *Payroll Management*.

Table of Contents