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Course Information

Course Title: *Excel Data Analysis Tools*   #374124

Number of continuing education credit hours recommended for this course:

CPA: **1.5** (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

It can be difficult to extract any meaningful information from the large amounts of data stored in an Excel worksheet, or to sort through multi-variable problems. The *Excel Data Analysis Tools* course provides a number of solutions to these issues by showing how to use PivotTables, what-if analysis, data tables, goal seeking, and the Scenario Manager and Solver tools. This course reveals how to extract the maximum amount of usable information from large data sets, as well as provide ready solutions to seemingly intractable analysis problems.

Course Content
Publication/Revision date: 4/29/2022.
Author: Steven M. Bragg, CPA.
Final exam (online): Eight 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 the characteristics of the ribbon system.
- Describe the circumstances under which a PivotTable is most useful.
- Identify the nature of properly normalized data.
- Specify the options available for altering the appearance of a PivotTable.
- Identify the different types of charts that can be constructed from a PivotTable.
- Specify the different types of filtering tools that can be applied to a PivotTable.
- Identify the construction steps involved in setting up a data table.
- Explain how Excel tools can be used to resolve constraint analysis situations.

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*.

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