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Course Information

Course Title: *Excel Formulas and Functions*

#374524

Number of continuing education credit hours recommended for this course:

CPA: 2.5 (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

Excel is an essential spreadsheet tool for the accountant. To wring the greatest possible use from it, one should have a detailed understanding of how to use formulas and functions. In the *Excel Formulas and Functions* course, we discuss the mechanics of constructing formulas and how to use many of the functions that apply to common business problems, such as net present value analysis, using date calculations, and calculating depreciation. The course also covers how to create error-free worksheets.

Course Content

Publication/Revision date: 9/11/2023.

Author: Steven M. Bragg, CPA.

Final exam (online): Thirteen 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 nature of the Excel ribbon system.
- Describe the contents of a formula.
- Identify the precedence rules for the various Excel operators.
- Specify how nesting can be used to override operator precedence rules.
- Describe the range of available date and time functions within Excel.
- Explain when cell references should be designated as relative, absolute, or mixed.
- Describe the range of available counting functions within Excel.
- Identify the types of functions that can be used to manipulate text within Excel.
- Specify the underlying computational structure used by Excel to calculate dates and times.
- Identify the functions used for conditional calculations, and how they are applied.
- Identify the types of descriptive statistics functions that can be applied to data in Excel.
- Describe the techniques used to clean up data within a worksheet.
- Specify the review methods available for examining the formulas within a worksheet.

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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