



# **IT & Bookkeeping Training Courses**

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# Course Title: Bookkeeping Course - 2 Days

## Target Audience

Everyone who wishes to understand the principles of book keeping, within a business and organisational context. No prior experience is necessary, and the course is suitable for beginners working within the accounts function.

## Key Outcomes

The fundamentals of book keeping explained in a practical, jargon-free overview.

- The dual effect- the balance sheet equation
- The balance sheet and profit loss account
- Profits and losses, assets and liabilities
- Double-entry book keeping- debits and credits
- The flow of information to trial balance to final accounts
- Books of prime entry
- Bank reconciliations
- Share capital and reserves
- Accruals and pre-payments
- Fixed assets and depreciation
- Bank and doubtful debts
- Suspense accounts
- Stock valuation
- Cash flow statements
- Control accounts

## Course Contents

- The basics of double-entry book-keeping
- Skills to use book keeping for VAT
- Ability to read and understand basic financial statements
- Use of more complex and detailed accounting transactions
- Understanding of the implications of different organisational structures
- A complete understanding from trial balance to final accounts

# Course Title: Introduction to Microsoft Excel 2007 - 1 Day

## Target Audience

Anyone who needs to understand the way Excel works. It's suitable for complete beginners, or those who have a little self taught knowledge but want to know how to use Excel more efficiently for day to day tasks.

## Key Outcomes

You will learn how to create spreadsheets from new, enter data, basic formulas and functions. Learn to manipulate data by inserting rows, columns and sheets as well as move, copy and delete data. As printing in Excel is somewhat different from the other components of Microsoft Office you will learn how to set up data for printing and produce charts.

## Course Contents

- Explore the various new user interface elements
- How to master the ribbon
- Learn the new keyboard shortcuts
- Working with contextual tabs
- Use the Excel galleries
- Customise the interface
- Creating, opening and saving a workbook
- Inserting tables
- Formatting tables
- Creating forms with Excel 2007
- Utilising Excel help
- Understanding basic formulas
- Entering Excel 2007 functions
- Replicate formulas & functions
- Create an absolute reference
- Setting up data for printing
- Adding headers & footers
- Recording the current date and time on the printed spreadsheet
- Turning your figures in to charts
- Formatting charts

# Course Title: Introduction to Microsoft Excel XP / 2003 Course

## Target Audience

This course is suitable for complete beginners to Excel and also, because of the 'quick tips' for anyone who is self-taught

## Key Outcomes

- Enhanced worksheets by learning how to give them a professional finish
- Quicker and easier data entry by learning 'quick' editing techniques and filling formulas
- Skills to present your work clearly by learning how to create purchase orders, bank statements and compile sales figures

## Course Contents

- Excel & MS Office, understanding the Excel window
- Calling on help
- Opening & navigating through a worksheet
- Creating, saving and printing worksheets
- Editing a worksheet
- Changing the look of a worksheet
- Formatting and manipulating data
- Performing calculations with functions and formulas
- Quick data entry techniques
- Introduction to graphs

# Course Title: Introduction to Microsoft PowerPoint 2007™ Course

## Target Audience

All individuals who prepare, or oversee the preparation of presentations using Microsoft PowerPoint and need to understand the fundamentals of this package. Knowledge of the Windows environment is essential.

## Key Outcomes

- Full understanding of new features, shortcuts and tips for the 2007 version of MS PowerPoint
- Total confidence in setting up, writing and editing your own presentations
- Understanding of how to use different slide types to hold your audience's attention
- Added value for your presentation through the ability to produce notes and handouts for your audience

## Course Contents

- The Ribbon
- Command tabs
- Contextual tabs
- Quick access toolbar
- Status bar and mini toolbar
- Moving around a presentation
- Working in different views
- Creating speakers notes
- Opening and closing presentations

### Creating New Presentations

- Creating a new presentation
- Saving presentations
- Applying slide layouts
- Moving and deleting slides

### Working with Text

- Inserting and formatting text

### Live Preview

- Bulleted and numbered lists
- Spell checking,
- Finding and replacing text
- Creating tables
- Creating text boxes and rotating text
- Inserting columns into Text boxes

### Clip Art

- Inserting and resizing pictures

- Ungrouping and grouping
- Re-colouring

#### Drawing Objects

- Using Drawing tools
- Drawing Shapes
- Adding text to Shapes
- Flipping and rotating objects
- Aligning and ordering objects
- Selecting objects using the Selection and Visibility Task pane

#### Using Other Visual Tools

- Creating graphs
- Creating Diagrams and Organizational Charts using SmartArt tools
- WordArt

#### Slide Masters and Themes

- Viewing Masters
- Modifying Masters
- Inserting date, time and page numbers
- Applying and creating design templates

#### Presentation Techniques

- Printing notes, slides and handouts
- Creating slide shows using transitions and text animation
- Using Presenter View

# Course Title: Intermediate Microsoft Excel 2007™ Course

## Target Audience

This intermediate course is designed for users who are already confident in the basic features of Microsoft Excel (any version but preferably Office 2007) and wish to further their knowledge and understanding. In this course we will focus on working with large amounts of data.

## Key Outcomes

In addition to a complete new user interface Microsoft have added new features and enhanced others in Office Excel 2007. This course follows on from our Office Excel 2007 introduction course with more complex formulas and functions. There is a recap session at the start for delegates who may have completed the introduction in a previous version.

## Course Contents

- Recap on user interface, environment and shortcuts
- Absolute references
- Naming cells and ranges
- Referring to named cells and ranges in formulae
- Editing named cells and ranges
- Setting up entire workbooks with group editing
- Using lookup statements to retrieve data
- Editing lookups and ensuring accuracy in returned data
- Linking spreadsheets and workbooks together with formulas and functions
- Utilising If statements to assist decision making
- If statements and calculations
- Analysing data with the all new conditional formatting features
- Databases in Excel understanding fields and records
- Sorting data numerically and alphabetically
- Filtering data for range and precision analysis
- Setting up data validation to ensure integrity of the data
- Attaching security to a spreadsheet
- Selective protection i.e.: protecting formulas while allowing data entry
- Setting up and utilising templates
- Creating and formatting charts
- Adding trend lines to the chart
- Utilising custom chart types

# Course Title: Intermediate Microsoft Excel XP/2003 Course

## Target Audience

Suitable for people who have attended the introduction course or have sufficient knowledge and understanding of the basics of Excel and are looking to expand this. Please note this course is suitable for delegates using Windows XP or 2000 versions.

A working knowledge of Excel introduction topics or attendance to our Introduction to Excel course

## Key Outcomes

- Know how to protect your data using the security features
- Achieve automation of worksheets using excel look up features
- Improved interpretation of data by learning to create and customise graphs, including plotting trend lines
- Learn how Excel can make decisions using the 'If' function and conditional formatting

## Course Contents

A natural progression from our introductory courses that provides expert guidance through more complex functions and plenty of practice and examples to build confidence using them.

- Review of Excel fundamentals
- Building 3-dimensional worksheets
- Worksheet templates
- Protection and security
- Grouping worksheets
- Data tables and lookup functions
- Introduction to the 'If' function
- Group and outline functions
- Building graphs and using trend lines
- Database features including sorting and filtering data
- Methods to validate data
- Colours based on values (getting Excel to change the formatting characteristics based on the cell contents)

## Target Audience

This course is suitable for people who have attended the intermediate course or have good knowledge and understanding of Excel 2007 and would like to explore the more complex functionality it can offer. A working knowledge of Microsoft intermediate topics or attendance to our Intermediate Microsoft Excel course.

## Key Outcomes

- Learn how to use advanced 'If' statements and macros to automate repetitive tasks
- Be able to use analysis tools to forecast figures based on a range of scenarios
- Ensure important data is highlighted by summarising large workbooks and sorting data into key elements

## Course Contents

- Text functions in Excel 2007
- Count functions
- Advanced 'If' statements
- Auditing Worksheets
- Trace cell precedents & cell dependents
- Locate errors in formulas
- Locate invalid data and formulas
- Watch and evaluate formulas
- Goal seek to reverse calculate a formula
- Creating single input data tables
- Dual input data tables
- Setting up and manipulating scenarios for What-If? analysis
- Consolidating data by position
- Consolidate by label
- Group And outline features
- Create a pivot table reports from new
- Analysing data with pivot tables
- Manipulate the pivot table
- Formatting pivot tables
- Creating pivot charts
- Grouping data in pivot tables
- Importing text files
- Setting up database queries
- Connecting Excel to the web to import data
- Recording macros
- Edit a macro
- Creating buttons to run the macros
- Customize access to Excel commands
- Adding icons to the toolbars
- Creating your own menu
- Editing menus
- Adding options to menus to run macros

# Course Title: Advanced Microsoft Excel 2010 Course- 2 Days

*Become an expert user of new Excel 2010 at an advanced level with the latest techniques and features.*

## Target Audience

This course is suitable for people who have attended the intermediate course or have good knowledge and understanding of Excel 2010 and would like to explore the more complex functionality it can offer.

## Key Outcomes

- Working with Multiple Worksheets and Workbooks
  - Using logical functions
- Working with lookups
- Functions
- PivotTables and PivotCharts
- Using analytical options
- Conditional formulas and formatting
- Macros

## Course Contents

### Working with Multiple Worksheets and Workbooks

Using multiple worksheets

- Navigating between sheets
- Moving and copying sheets
- Linking worksheets
- Creating 3-D formulas
- Consolidating data
- Linking workbooks
- Creating a formula to link workbooks
- Using the paste link option
- Maintaining links

### Using logical functions

- Naming ranges
- Creating named ranges
- Using named ranges in formulas
- The IF function (recap)
- Creating nested IF functions
- AND and OR functions
- Combining logical functions

### Working with lookups

- The VLOOKUP function

## **Functions**

- Creating a dropdown list using logical functions
- PMT
- AND
- OR
- INDEX
- MATCH

## **PivotTables and PivotCharts**

- Using the PivotTable Wizard
- Rearranging PivotTables
- Using the PivotTable toolbar
- Creating PivotCharts
- Using Slicers to manipulate PivotTables

## **Using analytical options**

- Using Goal Seek
- Using the solver add-in
- Working with scenarios
- Creating and saving scenarios
- Viewing scenarios
- The HLOOKUP function

## **Conditional formulas and formatting**

- The IF function
- Conditional Formatting
- Based on a cell value
- Based on a formula
- Identifying cells with conditional formatting
- Copying conditional formats

## **Macros**

- Creating macros
- Using the macro recorder
- Viewing and editing macro VBA code

# Course Title: Advanced Microsoft Excel XP/2003 Course - 2 Days

## Target Audience

Suitable for people who have attended the intermediate course or have good knowledge and understanding of Excel and would like to explore the more complex functionality it can offer.

## Prerequisites

A working knowledge of Microsoft intermediate topics or attendance to our Intermediate Microsoft Excel course.

## Key Outcomes

- Learn how to use advanced 'If' statements and macros to automate repetitive tasks
- Be able to use analysis tools to forecast figures based on a range of scenarios
- An advanced understanding of the applications of MS Excel and the ability to put them into practice

## Course Contents

A detailed coverage of the advanced features of MS Excel providing you with the knowledge and confidence to manage complex and large data sets.

- Goal Seek to reverse calculate a formula
- Creating Single Input Data Tables
- Setting up and manipulating scenarios for What-If? Analysis
- Consolidating Data by position
- Consolidate by Label
- Group And Outline Features
- Reports from new
- Analysing Data with Pivot Tables
- Manipulate the Pivot Table
- Formatting Pivot Tables
- Creating Pivot Charts
- Grouping data in Pivot Tables
- Importing Text Files
- Setting Up Database Queries
- Connecting Excel to the Web to Import Data
- Recording Macros
- Edit a Macro
- Creating Buttons to Run the Macros
- Customize Access to Excel Commands
- Adding Icons to the Toolbars
- Creating your own Menu
- Editing Menus
- Adding Options to Menus to run Macros

### Target Audience

### Key Outcomes

This course, suitable for those with a basic understanding of Sage50 Accounts, will help you understand its core operations of Sage credit notes and payments, managing the sales ledger, posting bank transactions etc.

### Course Contents

- Know how to enter supplier invoices and credit notes
- Be able to post supplier payments including printing remittance advices, cheques and using e-banking
- Know how to create and print service invoices and credit notes for customers
- Be able to post customer receipts and understand how to manage the Sales Ledger, including disputing invoices
- Understand how to deal with contra entries
- Be familiar with posting bank and cash transactions
- Learn how to save time by using Recurring Entries
- Understand how to interrogate data using searches to enable more accurate reporting
- Know how to check and safeguard data using backups
- Understand how to correct errors
- Know how to post and correct Journal Entries
- Be able to process customer payments and supplier refunds
- Understand how to Integrate Sage 50 Accounts with Microsoft Office

## Course Title: SAGE Account 50 - Level 2 - 2 Days

### Target Audience

Finance Officers, Bookkeepers, Accountants

### Key Outcomes

Take an in-depth look at the processes for Month End, Year End, credit control and VAT return. It also covers depreciation, prepayments and accruals, recurring entries and key performance indicators.

### Course Contents

- Know how to perform bank reconciliation
- Understand how to manage credit control, including reports, statements and overdue letters
- Be able to manage and forecast your cash flow
- Be able to write off bad debts and perform a VAT reclaim
- Know how to set up the Fixed Asset Register, post depreciation journals and dispose of fixed assets
- Understand how to post prepayments and accruals
- Be able to produce financial reports, including the Profit & Loss report and Balance Sheet
- Know how to set budget information and use departments for additional analysis
- Be able to produce, check and submit a VAT Return
- Know how to prepare for, and run the Year End routine

# Course Title: SAGE Account 50 - Level 3 - 2 Days

## Target Audience

Finance Officers, Bookkeepers, Accountants

## Key Outcomes

Learn everything you need to know about managing a stock control system and processing sales and purchase orders. This course also covers sales invoices and credit notes, quotes and pro forma invoices, as well as foreign trading and Intrastat reports.

## Course Contents

- Know how to plan and maintain stock records, post opening balances and record adjustments
- Know how to set up multiple delivery addresses for your company, your customers and suppliers
- Be familiar with the purchase order cycle, know how to process from entry to delivery and match and post invoices to orders
- Understand product pricing and discount structures
- Be familiar with the sales order cycle, know how to process from entry to despatch and link to other areas of Sage 50 Accounts Professional
- Know how to perform stock takes, process stock adjustments and deal with stock returns and stock month end journals
- Know how to use the Bill of Materials function to assemble finished goods from stocked components
- Be able to produce product invoices and credit notes
- Be able to produce quotes and pro forma invoices
- Be able to produce repeat invoices using recurring transactions, skeletons and duplicates
- Know how to run a stock year end and make global changes
- Know how to set up foreign trader, produce foreign currency orders and receipts and create foreign currency price lists