

AN ACCOUNTANT'S GUIDE TO EXCEL

Tips and Tricks to Help Finance & Accounting Professionals Save Time and Become More Effective



For decades, accounting departments around the world have relied on Microsoft Excel to accomplish much of their work. As expectations for accountants continue to evolve, it can be difficult to keep up with — or remember — the best of what Excel has to offer.

In this guide, you'll learn:

1. How to effectively use the VLOOKUP function
2. How to use text functions without editing
3. Using the Combine and Trim tools to clean up a spreadsheet