

## IT Training Courses 2008 for ACCA Students - Course Descriptions

### Microsoft Excel – Intermediate Level (Course Code: ACCAS1)

This Microsoft Excel course is designed for the users who are familiar with the basics of Microsoft Excel. In this course, you will move beyond the basics and learn to create and modify list ranges; include and manipulate graphics and images in spreadsheets, create and edit templates, customize toolbars and menus, and much, much more. This course will give you the skills to use Microsoft Excel efficiently and productively.

- ♦ **Organizing and Managing Data**
  - Import data to Excel
  - Export data from Excel
  - Create and modify list ranges
  - Using named ranges
  - Sort lists
  - Group and outline data
  - Consolidate data
  - Define and apply advanced filters
  - Use data validation
- ♦ **Managing Workbooks**
  - Create new workbooks from templates
  - Create and modify hyperlinks
  - Organize worksheets
  - Preview data in other views
  - Customize Window layout
  - Setup pages for printing
  - Print data
  - Organize workbooks using file folders
  - Save data in appropriate formats for different uses
- Publish and edit Web worksheets and workbooks
- Create and edit templates
- Define and modify workbook properties
- ♦ **Formatting Data and Content**
  - Create and Apply custom data formats
  - Use conditional formatting
  - Format and resize graphics
  - Format charts and diagrams
- ♦ **Collaborating**
  - Protect cells, worksheets, and workbooks
  - Apply workbook security settings
  - Share workbooks
  - Merge workbooks
  - Track, accept, and reject changes to workbooks
- ♦ **Customizing Excel**
  - Customize toolbars and menus
  - Create, edit, and run macros
  - Modify Excel default settings

#### Course Duration

12 Hours (4 sessions – 3 hours per session)

Enrolment Deadline: 27 August 2008

### Advanced Microsoft Excel Formulas, Functions and Analytical Tools (Course Code: ACCAS2)

Microsoft Excel has a range of smart formulas, functions and analytical tools that can be used to calculate a variety of outcomes. This course will cover many common and useful functions in Excel and explore how to develop custom formulas with functions to produce the results which accounting and financial professionals may need. Participants will also learn how to analyze data using advanced tools such as outlines, pivot tables, goal seek, solver and scenario manager in Microsoft Excel.

- ♦ **Date and Time Functions**
  - TODAY, NOW, DATE, TIME
  - YEAR, MONTH, DAY
  - HOUR, MINUTE, SECOND
- ♦ **Database Functions**
  - DAVERAGE, DCOUNT, DCOUNTA
  - DMAX, DMIN, DPRODUCT, DSUM
- ♦ **Information Functions**
  - COUNTBLANK, ISBLANK
  - ISERR, ISERROR, ISLOGICAL
  - ISNONTEXT, ISNUMBER, ISTEXT
- ♦ **Logical Functions**
  - IF, AND, OR, NOT
  - TRUE, FALSE
- ♦ **Lookup Functions**
  - HLOOKUP, VLOOKUP, LOOKUP, MATCH
- ♦ **Math and Trigonometry Functions**
  - ABS, COUNTIF, INT, MOD, RAND
  - PRODUCT, SUMIF, SUMPRODUCT
  - ROUND, ROUNDUP, ROUNDDOWN
- ♦ **Statistical Functions**
  - AVERAGEA, COUNTA
  - MAXA, MINA
- ♦ **Text Functions**
  - TRIM, UPPER, LOWER, PROPER
  - EXACT, LEFT, RIGHT, LEN, SUBSTITUTE, TEXT, VALUE
  - CONCATENATE, DOLLAR
- ♦ **Accounting Functions**
  - SLN, DDB, SYD, VDB
- ♦ **Financial Functions**
  - PMT, IPMT, PPMT, PV, FV
- ♦ **Financial Formulas**
  - Introduction to financial formulas
  - Uses of financial functions and formulas
- ♦ **Array Formulas**
  - Introduction to arrays
  - Uses of array formulas
- ♦ **Analytical Tools**
  - Use subtotals
  - Using scenarios
  - Goal seek
  - Solver
  - Perform data analysis using automated tools
  - Create PivotTable and PivotChart reports
  - Trace formula precedents, dependents and errors
  - Watch and evaluate formulas

#### Course Duration

12 Hours (4 sessions – 3 hours per session)

Enrolment Deadline: 30 September 2008

## IT Training Courses 2008 for ACCA Students - Course Descriptions

### Introduction to Excel VBA for Accounting Purposes (Course Code: ACCAS3)

At the end of the course participants will have covered the fundamentals of VBA, including working with procedures and functions, understanding objects, using expressions, variables and intrinsic functions. They will have mastered how to control program execution, working with forms and controls, working with objects. Finally the course also includes modules on debugging code, handling errors to ensure minimal downtime while building accounting purposes programs.

- ♦ **Overview of Excel Macros and Visual Basic for Application (VBA)**
  - Introducing Macros and Visual Basic for Applications
  - Recording a macro
  - Running a macro
  - Editing a macro in the Visual Basic editor
- ♦ **Introduction to VBA Environment**
  - Understanding the development environment
  - Menu and toolbars
- ♦ **Structure of Procedures**
  - Calling procedures
  - Organizing procedures
- ♦ **Working with Objects**
  - Introduction to objects and collections
  - Controlling objects
  - Using the object browser
  - Using objects, properties and methods
- ♦ **VBA Codes**
  - Conditions such as If...Then...Else, Select Case
  - Looping such Do Loop
- ♦ **Debugging & Error Handle**
  - Using debug window
  - Break mode
  - Using match expression
- ♦ **Exchange Data with other applications**
  - Using OLE automation with applications
  - Using OLE automation with DLLs
  - Using DDE
- ♦ **Customer Applications**
  - Using dialog boxes and dialog sheets
  - Using menu editor

#### Course Duration

12 Hours (4 sessions – 3 hours per session)

Enrolment Deadline: 10 September 2008

### Introduction to Database Management and Microsoft Access (Course Code: ACCAS5)

This training course is designed to give participants an understanding of the major operations of Microsoft Access. An introduction to database theory and practice, plus hints and tips on good database design techniques are also given. Accounting and financial professionals can understand the advantages that using Microsoft Access can bring to their business processes.

- ♦ **Creating and Using Databases for Accounting Purpose**
  - Database concept
  - Create Access databases for maintaining accounting records
  - Open database objects in multiple views
- ♦ **Viewing and Organizing Information**
  - Enter, edit and delete records
  - Format datasheets
  - Filter and sort records
- ♦ **Creating and Modifying Tables**
  - Create tables for storing transactions, customer accounts and assets
  - Set field properties (default value, required, allow zero length)
  - Add a predefined input masks to a field
  - Create lookup fields using lookup wizard
- ♦ **Defining Relationships**
  - Understand data relationships
  - Assign relationships among tables
  - Enforce referential integrity
- ♦ **Creating and Modifying Query**
  - Create and modify select and action queries
  - Perform calculations in queries
- ♦ **Creating and Modifying Forms**
  - Create and display forms for data entry
  - Modify form properties
  - List boxes and combo boxes
- ♦ **Creating and Modifying Reports**
  - Create reports
  - Report design, Report sections
  - Grouping records
  - Page setup and header/footer
  - Add calculated controls to reports
  - Print reports
- ♦ **Integrating with other Applications**
  - Import and export data to and from Access
  - Create a simple data Access page

#### Course Duration

12 Hours (4 sessions – 3 hours per session)

Enrolment Deadline: 24 September 2008

## IT Training Courses 2008 for ACCA Students - Course Descriptions

### Advanced Microsoft PowerPoint (Course Code: ACCAS4)

This training course aims to provide participants with appropriate knowledge on enhancing PowerPoint presentations with advanced skills. Participants will learn appropriate methods on developing a professional PowerPoint presentation. Furthermore, to enhance the presentation, participants will learn how to apply animation and transitions effects.

- ♦ **Creating Financial Presentations**
  - Create new presentations from templates
  - Create new presentation from auto-content wizard
- ♦ **Working with Financial Data in Power Point**
  - Add and edit a chart
  - Add or delete data to a chart
  - Change a different chart type
  - Insert symbol or special character
  - Create a footnote
  - Add summary slide to your presentation
- ♦ **Working With Drawing and Diagram**
  - Add and position shapes
  - Align shape
  - Add or change a diagram
- ♦ **Importing Data From Excel**
  - Copy Excel data into a presentation
  - Link or embed an Excel chart
  - Link Excel worksheet cells to a presentation
- ♦ **Working with Financial Graphics**
  - Insert clip art from computer
  - Insert clip art from website
  - Format clip art, pictures, shapes and graphics
- ♦ **PowerPoint Animation and Transitions**
  - Add transition between slides
  - Animate text and objects
  - Animate a diagram or a chart
- ♦ **Working with Slide Master and Template**
  - Work with slide masters and title master
  - Customize slide templates
  - Modify color scheme
  - Change the slide background
- ♦ **Collaborating**
  - Track, accept and reject changes in a presentation
  - Add, edit and delete comments in a presentation
  - Compare and merge presentations
- ♦ **Managing and Delivering Presentations**
  - Organize a presentation
  - Set up slide shows for delivery
  - Rehearse timing
  - Deliver presentations
  - Prepare presentations for remote delivery
  - Save and publish presentations
  - Print slides, outlines, handouts, and speaker notes
  - Export a presentation to another Microsoft Office program

#### Course Duration

12 Hours (4 sessions – 3 hours per session)

Enrolment Deadline: 14 October 2008

Infocan provides various levels of IT training for accounting professionals who need IT skills and knowledge to meet business needs. Some of the courses are listed below. For details, please browse Infocan's website at [www.infocan.net](http://www.infocan.net) or call Miss Edwina Leung at 2882-2456.

Code	Course Name	Days	Fee (HK\$)
<b>2007 MICROSOFT OFFICE SYSTEM</b>			
WW2007C	Word 2007 - Core	1	\$1,500
WW2007E	Word 2007 - Expert	2	\$2,200
EW2007C	Excel 2007 - Core	1	\$1,500
EW2007E	Excel 2007 - Expert	2	\$2,200
PPNT2007C	PowerPoint 2007 - Comprehensive	2	\$2,200
ACC2007C	Access 2007 - Core	2	\$2,200
ACC2007E	Access 2007 - Expert	2	\$2,400
OL2007C	Outlook 2007 - Core	1	\$1,500
<b>MICROSOFT OFFICE</b>			
WWC	Word 2003 / 2002 / 2000 - MOS Core	1.5	\$1,800
WWE	Word 2003 / 2002 / 2000 - MOS Expert	1.5	\$2,000
EW2003	Excel 2003 - MOS Core	1.5	\$1,800
EWE	Excel 2003 / 2002 / 2000 - MOS Expert	2	\$2,200
PPNTC	PowerPoint 2003 / 2002 / 2000 - MOS Comprehensive	2	\$2,200
ACCC	Access 2003 / 2002 / 2000 - MOS Core	2	\$2,200
ACCE	Access 2003 / 2002 / 2000 - Expert	2	\$2,400
OLC	Outlook 2003 / 2002 / 2000 - MOS Core	1	\$1,500
PROJ2003B	Project 2003 - Core	1	\$1,800
<b>MULTIMEDIA &amp; WEB DESIGN</b>			
DWB	Macromedia Dreamweaver - Beginner	2	\$3,500
FLB	Macromedia Flash - Beginner	2	\$3,500
<b>GRAPHICS AND PUBLISHING</b>			
VIS	Microsoft Visio	2	\$3,500
PUB	Microsoft Publisher	1	\$2,000
PHSB	Adobe Photoshop - Beginner	2	\$3,000
AC	Adobe Acrobat	1	\$2,000
<b>IT-BUSINESS SKILLS TRAINING</b>			
OLTIME	Effective Time Management with Outlook/Lotus Notes	1	\$2,000
WINPPNT	Creating a Winning PowerPoint Presentation	2	\$2,400
<b>END USER SECURITY TRAINING</b>			
IPS	Information Protection and Security	1	\$1,500
FA	Introduction to Firewall Architecture	1	\$1,500
<b>CHINESE INPUT METHOD</b>			
CIM	Changjei Input Method - 倉頡	1	\$1,500