MS Excel Advanced Skills for Finance
MS Excel 高级应用-财务会计专题

目标与内容 Objectives and Content

Combining financial accounting and management accounting with MS Excel techniques, this course deals with how to design various accounting receipts and sheets involved in accounting treatment; make financial statements; analyse expense, budgets and reports of an enterprise; forecast incomes, capital requirement, cost trend, etc. The course also covers several intermediate-level topics; for example, format setting, financial functions, data management, data analysis, charts and many other practical Excel techniques. Examples discussed in the course are all from the actual work in financial accounting area, which will make it easier for students to improve their skills at MS Excel as well as the expertise in financial accounting.

本课程将财务会计管理工作和 Excel 技术相结合，内容包括设计各种会计单据和表格，编制财务报表，分析企业的各种费用、预算、报表，以及预测收入、资金需求、成本趋势等方面。课程中涉及 Excel 的各种格式设置、财务分析函数、数据管理与分析、图表等功能，以及许多实用的技巧，能帮助财会人员迅速提高 Excel 应用水平。

参加对象 Target Group

This course is designed for financial and accounting staff who are skilfully at using Excel.

能较熟练地使用 Excel 的财会人员。

日 期 Schedule in 2019
April 22-23
July 15-16

价 格 Price
Members:
RMB 2000
Non-members:
RMB 2200

Fee includes lectures, course materials and lunch.

包括会务，资料费，午餐费。

语言 Language
Chinese 中文

大纲 Outline

➤ Designing General Financial Receipts	➤ 财务工作中常见单据设计
➤ Making Account Processing Sheets	➤ 制作帐务处理表格
➤ Analysing Financial Revenues and Expenses	➤ 财务收支核算与分析
➤ Cost Analysis	➤ 成本费用分析
➤ Financial Reports and Data Analysis	➤ 财务报表的编制与数据分析
➤ Financial Prediction and Trend Analysis	➤ 财务预测和趋势分析
➤ Time Value of Money	➤ 货币资金的时间价值
➤ Financial Budgets and Analysis	➤ 财务预算及分析
➤ Fixed Assets Analysis	➤ 固定资产分析
➤ Investment Analysis and Production Planning (optional)	➤ 投资和生产规划分析（可选）

培训顾问 Trainer

The VenusTrain Instructor Team:

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The instructors have benefited many clients and, therefore, they have been popularly recognised and trusted.