

PAYMENT METHODS PLEASE TICK ONE BOX

CHEQUE PAYMENT – Please return to **Booking Services, ICAEW, Metropolitan House, 321 Avebury Boulevard, Milton Keynes, MK9 2FZ**

I enclose a cheque payable to 'Chartac' for £

Please quote **Membership No** and the **Event Code** on the reverse of the cheque.

CREDIT/DEBIT CARD PAYMENTS – Can be made by telephone, +44 (0)1908 248 159 (open Mon – Fri 9.30am to 4.30pm) or by completing the section below and faxing to +44 (0)1908 248 064 or by post to **Booking Services, ICAEW, Metropolitan House, 321 Avebury Boulevard, Milton Keynes, MK9 2FZ**

Please charge my credit/debit card with the amount of £

Card Number	Valid from	Expiry date	Issue no
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
All major cards accepted	Maestro and Amex only	All cards	Maestro only

Signature

Date

THIS IS NOT A VAT INVOICE. A VAT RECEIPT WILL BE ISSUED ON RECEIPT OF PAYMENT.

TERMS AND CONDITIONS

Cancellation/Transfers: if you cannot attend you can transfer your place to another individual. Please pass all correspondence to that individual and telephone Booking Services on +44 (0)1908 248 159 to give the name of the person to whom you have transferred your booking. If you have to cancel your booking, please telephone Booking Services. If you give more than 10 working days notice a full refund will be given. If you cancel within 10 working days your fee cannot be refunded. If we have to cancel this event, our liability in the event of cancellation is limited to a full refund of the course fee and you will be notified in advance of any cancellation.

Changes to the Programme: We reserve the right to make changes without prior notice.

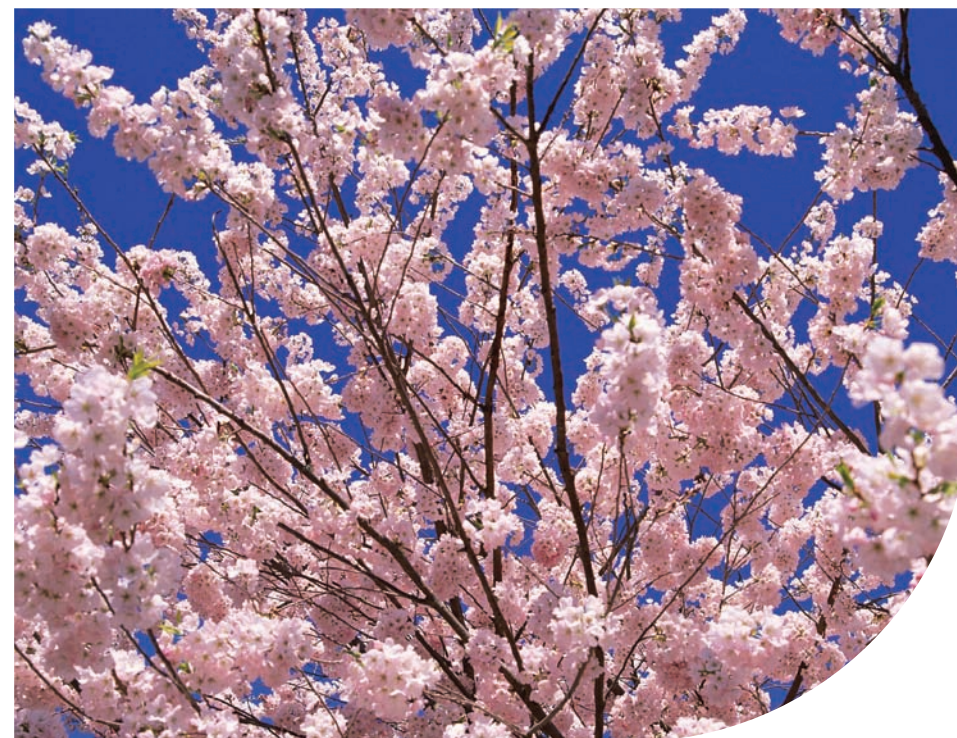
DATA PROTECTION – our commitment to you. The protection of personal privacy is an important concern to the ICAEW, and any personal data collected on this form will be treated in accordance with current Data Protection legislation. Our Data Protection Policy can be found at www.icaew.com. The information on this form is collected for administration and research purposes, and to enable us to keep you up to date with relevant and appropriate product and service developments. A list of delegates will be published and circulated at the event.



INFORMATION
TECHNOLOGY
FACULTY

MAKING BETTER USE OF EXCEL

IT Faculty Spring Roadshow, 2009



MAKING BETTER USE OF EXCEL

- Using spreadsheets to work smarter not harder
- Using Excel to make the most of your accounting data
- MS Access – the best Excel add-on

PRESENTED BY

Simon Hurst, a chartered accountant, has been involved in computer software for over 20 years. His training organisation, **The Knowledge Base**, provides a wide range of training and consultancy services to accountants and other professionals.

Software versions

All three courses have been carefully designed to be of use whichever version of Microsoft Excel or Access you are using, from Office 97 to Office 2007. Most of the examples in the courses will be based on the 2003 versions, but where there are significant differences, the 2007 version will also be covered.

USING SPREADSHEETS TO WORK SMARTER NOT HARDER

Objectives

This course is designed to show you practical ways to improve your spreadsheets in order to make them quicker to set up, easier to use and more likely to give you the right answer. The course will also cover the Great Grimpen Mire of spreadsheet design and how not to get sucked in, together with a guide to some of the most useful features in Excel that few people use. Whilst we will be using Microsoft Excel throughout the seminar, much of the content should be useful to you whichever spreadsheet you use. Please note this is not a 'hands-on' course, but will provide practical advice, demonstrated through examples and with comprehensive documentation.

Topics

- When not to use a spreadsheet
- Faster, easier and safer – designing good spreadsheets
- Documentation, checks and controls, testing
- Using spreadsheets to make your data work harder
- Bet you didn't know that – some of Excel's less well used features

Who should attend?

Anyone who uses spreadsheets, or manages others who use spreadsheets, and wishes to improve efficiency and reliability, whilst reducing the significant risk arising from the use of spreadsheets.

Location	Date and Time	Event Code
LONDON	23 APRIL, 9.30 – 12.30	TITFRSH090423
TAUNTON	13 MAY, 14.00 – 17.00	TITFRSH090513
CARDIFF	14 MAY, 9.30 – 12.30	TITFRSH090514
NORWICH	20 MAY, 14.00 – 17.00	TITFRSH090520
CHELMSFORD	21 MAY, 14.00 – 17.00	TITFRSH090521
Registration opens 30 minutes before event		

"After 24 years, this is the best investment of an afternoon's time I have ever made. Learnt more in three hours than I have done in the past five years."

Richard Whitehead TWJ Partnership LLP, Using spreadsheets to work smarter not harder, Haydock, 18 November 2008

USING EXCEL TO MAKE THE MOST OF YOUR ACCOUNTING DATA

Objectives

The course is designed to show you practical, effective ways to analyse, manipulate and present data from your accounting packages using spreadsheets. Whilst we will be using Microsoft Excel throughout the seminar, much of the content should be useful to you whichever spreadsheet you use. Please note this is not a 'hands-on' course, but will provide practical advice, demonstrated through examples and with comprehensive documentation.

Topics

- Getting at your data – importing from, or linking to your accounting system
- Working with data – data structure fundamentals
- Manipulating the data – useful Excel functions
- Advanced Excel functions and techniques for data analysis
- Unleashing the power of PivotTables – interactive reporting in Excel

Who should attend?

Anyone who needs to analyse and present accounting data. If you have previously attended the *Using Spreadsheets to Work Smarter not Harder* course, you will find this course takes the more advanced areas considerably further. If you are already very proficient in the use of advanced Excel functions, complex formulae such as array formulae and the more advanced capabilities of pivot tables the course may not be suitable for you.

Location	Date and Time	Event Code
HAYDOCK	28 APRIL, 9.30 – 12.30	TITFRSH090428AM
SHEFFIELD	29 APRIL, 9.30 – 12.30	TITFRSH090429
HATFIELD	4 JUNE, 9.30 – 12.30	TITFRSH090604AM

Registration opens 30 minutes before event

“Superb, relevant, accessible, I would recommend this course to anyone using Excel.”

Mark Langton, Using Excel to make the most of your accounting data, London, 26 November 2008

MS ACCESS – THE BEST EXCEL ADD-ON

Objectives

Most Office users are very familiar with word processing and spreadsheets but have less experience of, and expertise in, Microsoft Access. This course will help overcome the hurdle of getting to grips with database technology and show how a reasonable understanding of Access can improve many aspects of your business IT systems. The course will use practical case studies to help you create simple procedures that you can use in your own business. Please note this is not a 'hands-on' course, but will provide practical advice, demonstrated through examples and with comprehensive documentation.

Topics

- Introduction to databases – how to decide what to put where
- The missing link – how Access can help you use Excel to get the information you want, how you want to see it.
- Combine data from different sources and add whatever is missing
- Go further with Access – never again use Excel for data entry, an introduction to simple Access forms
- Use Access to help manage your reporting
- It's not all good – database dangers

Who should attend?

Accountants in practice or business who use the Microsoft Office suite and accounting software and are keen to find out more about how best to extract, combine and work with the data at the heart of their business.

Location	Date and Time	Event Code
HAYDOCK	28 APRIL, 14.00 – 17.00	TITFRSH090428PM
HATFIELD	4 JUNE, 14.00 – 17.00	TITFRSH090604PM

Registration opens 30 minutes before event

“Always learn something simple that is a revelation to making life easier – today was no exception.”

Colin McQueen, Financial Controller, Greenstar WES Group,
Microsoft Access – the best Excel add-on, Leeds, 19 November 2008

ROADSHOW BOOKING FORM

CONTACT DETAILS PLEASE USE BLOCK CAPITALS

Name (title/first name/surname)	Company Name
Job Title	Address (for ICAEW members, this will be one of your contact addresses)
Telephone	
Email	
ICAEW membership no. (if applicable)	Postcode

Name (title/first name/surname)	Company Name
Job Title	Address (for ICAEW members, this will be one of your contact addresses)
Telephone	
Email	
ICAEW membership no. (if applicable)	Postcode

Name (title/first name/surname)	Company Name
Job Title	Address (for ICAEW members, this will be one of your contact addresses)
Telephone	
Email	
ICAEW membership no. (if applicable)	Postcode

ROADSHOW BOOKING FORM CONTINUED

USING SPREADSHEETS TO WORK SMARTER NOT HARDER

Date and time	Location	Event code	No. of places
Thursday 23 April 9.30 – 12.30	London, Chartered Accountants' Hall	TITFRSH090423	
Wednesday 13 May 14.00 – 17.00	Taunton, Somerset County Cricket Club	TITFRSH090513	
Thursday 14 May 9.30 – 12.30	Cardiff, Cophorne Hotel	TITFRSH090514	
Wednesday 20 May 14.00 – 17.00	Norwich, Dunston Hall Hotel	TITFRSH090520	
Thursday 21 May 14.00 – 17.00	Chelmsford, The County Hotel	TITFRSH090521	

USING EXCEL TO MAKE THE MOST OF YOUR ACCOUNTING DATA

Date and time	Location	Event code	No. of places
Tuesday 28 April 9.30 – 12.30	Haydock, Ramada Encore Hotel	TITFRSH090428AM	
Wednesday 29 April 9.30 – 12.30	Sheffield, Sheffield United Football Club	TITFRSH090429	
Thursday 4 June 9.30 – 12.30	Hatfield, Beales Hotel	TITFRSH090604AM	

MS – THE BEST EXCEL ADD-ON

Date and time	Location	Event code	No. of places
Tuesday 28 April 14.00 – 17.00	Haydock, Ramada Encore Hotel	TITFRSH090428PM	
Thursday 4 June 14.00 – 17.00	Hatfield, Beales Hotel	TITFRSH090604PM	

PLACES REQUIRED

Booking type	Fees (inc. VAT)	No. of places	Total
IT Faculty members £55.00 + VAT	£63.25		
Other ICAEW/ICAI/ICAS members Event: £55.00 + VAT Special rate membership: £50.00 (IEM)	£113.25		
Non ICAEW/ICAI/ICAS members Event: £55.00 + VAT Special rate membership: £50.00 + VAT (IES)	£120.75		

The Roadshow is for IT Faculty members. Non-IT Faculty members are very welcome to attend. The non-faculty member rate includes membership of the IT Faculty to the end of 2009.

TOTAL COST

Book online at www.icaew.com/itfacevents or ring +44 (0)1908 248 159