

AUDITING AND GOVERNANCE RISK AND COMPLIANCE | COURSE BROCHURE

Advanced Excel for Auditors

5 days | Classroom training | English

SMART HORIZON

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Course content

Why attend

Excel remains the most widely used tool in audit work. This hands-on course teaches advanced Excel skills for auditors: data cleaning, lookup and reference functions, pivot tables, conditional logic, duplicate and gap testing, sampling, Power Query, simple automation and documenting spreadsheet work.

Strong Excel skills save auditors many hours and enable better testing. You will learn practical techniques for daily audit work.

Professional Problems This Course Is Designed to Solve

• Difficulty translating subject knowledge into practical workplace decisions.
• Inconsistent approaches to the activities covered in the course outline.
• Lack of a structured plan for applying and reviewing new skills.

Course methodology

Hands-on exercises with audit data sets, practical tests and documentation practice.

Course objectives

By the end of this course, participants will be able to:
• Clean and prepare audit data in Excel
• Use lookup and logical functions
• Analyse data with pivot tables
• Perform duplicate, gap and outlier tests
• Use Power Query to combine data
• Document spreadsheet testing

Target audience

This course is suitable for:
• Internal and external auditors
• Compliance testers
• Finance staff supporting audits
• Fraud examiners
• Audit trainees



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Target competencies

Participants will develop competencies in:

- Data cleaning
- Formula skills
- Pivot analysis
- Audit testing
- Documentation

Course outline

Day 1: Data Preparation

09:00–10:08	Importing data
10:08–11:00	Cleaning
11:00–11:30	**Coffee break**
11:30–11:45	Cleaning (continued)
11:45–12:53	Tables
12:53–14:00	Hands-on

Day 2: Functions

09:00–10:08	Lookup functions
10:08–11:00	Logical functions
11:00–11:30	**Coffee break**
11:30–11:45	Logical functions (continued)
11:45–12:53	Text and dates
12:53–14:00	Exercise

Day 3: Analysis

09:00–10:08	Pivot tables
10:08–11:00	Charts
11:00–11:30	**Coffee break**



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11:30–11:45	Charts (continued)
11:45–12:53	Conditional formatting
12:53–14:00	Exercise

Day 4: Audit Tests

09:00–10:08	Duplicates and gaps
10:08–11:00	Outliers
11:00–11:30	**Coffee break**
11:30–11:45	Outliers (continued)
11:45–12:53	Sampling
12:53–14:00	Hands-on

Day 5: Power Query and Documentation

09:00–10:08	Combining data
10:08–11:00	Repeatable steps
11:00–11:30	**Coffee break**
11:30–11:45	Repeatable steps (continued)
11:45–12:53	Documenting work
12:53–14:00	Final exercise

The timings provided are estimates and may vary depending on the number of participants and the discussions taking place during the sessions. They are indicative only and do not constitute a binding commitment.



Course content

Dates, venues and fees

Current published course plans. Fees are per participant in EUR, excluding unconfirmed taxes.

Venue	Start date	End date	Fee (EUR)
Barcelona Confirmed dates	23 Nov 2026	27 Nov 2026	**€2,840.-**
Online Confirmed dates	23 Nov 2026	27 Nov 2026	**€1,250.-**
Cape Town Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,890.-**
Online Confirmed dates	14 Dec 2026	18 Dec 2026	**€1,250.-**
Barcelona Confirmed dates	18 Jan 2027	22 Jan 2027	**€2,840.-**
Online Confirmed dates	18 Jan 2027	22 Jan 2027	**€1,250.-**
Cape Town Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,890.-**
Online Confirmed dates	1 Feb 2027	5 Feb 2027	**€1,250.-**
Vienna Confirmed dates	22 Feb 2027	26 Feb 2027	**€2,940.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	22 Feb 2027	26 Feb 2027	**€1,250.–**
Rome Confirmed dates	15 Mar 2027	19 Mar 2027	**€2,450.–**
Online Confirmed dates	15 Mar 2027	19 Mar 2027	**€1,250.–**
Cape Town Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,890.–**
Online Confirmed dates	5 Apr 2027	9 Apr 2027	**€1,250.–**
Vienna Confirmed dates	26 Apr 2027	30 Apr 2027	**€2,940.–**
Online Confirmed dates	26 Apr 2027	30 Apr 2027	**€1,250.–**
Dubai Confirmed dates	10 May 2027	14 May 2027	**€3,150.–**
Online Confirmed dates	10 May 2027	14 May 2027	**€1,250.–**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Rome Confirmed dates	31 May 2027	4 Jun 2027	**€2,450.-**
Online Confirmed dates	31 May 2027	4 Jun 2027	**€1,250.-**
Dubai Confirmed dates	21 Jun 2027	25 Jun 2027	**€3,150.-**
Online Confirmed dates	21 Jun 2027	25 Jun 2027	**€1,250.-**
Frankfurt Confirmed dates	12 Jul 2027	16 Jul 2027	**€2,650.-**
Online Confirmed dates	12 Jul 2027	16 Jul 2027	**€1,250.-**
Istanbul Confirmed dates	2 Aug 2027	6 Aug 2027	**€2,650.-**
Online Confirmed dates	2 Aug 2027	6 Aug 2027	**€1,250.-**
London Confirmed dates	16 Aug 2027	20 Aug 2027	**€2,450.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Online Confirmed dates	16 Aug 2027	20 Aug 2027	**€1,250.-**
Amsterdam Confirmed dates	6 Sept 2027	10 Sept 2027	**€2,540.-**
Online Confirmed dates	6 Sept 2027	10 Sept 2027	**€1,250.-**
Paris Confirmed dates	27 Sept 2027	1 Oct 2027	**€2,860.-**
Online Confirmed dates	27 Sept 2027	1 Oct 2027	**€1,250.-**
Rome Confirmed dates	18 Oct 2027	22 Oct 2027	**€2,450.-**
Online Confirmed dates	18 Oct 2027	22 Oct 2027	**€1,250.-**
Kuala Lumpur Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,450.-**
Online Confirmed dates	8 Nov 2027	12 Nov 2027	**€1,250.-**



Course content

Dates, venues and fees (continued)

Venue	Start date	End date	Fee (EUR)
Dubai Confirmed dates	22 Nov 2027	26 Nov 2027	**€3,150.-**
Online Confirmed dates	22 Nov 2027	26 Nov 2027	**€1,250.-**
London Confirmed dates	13 Dec 2027	17 Dec 2027	**€2,450.-**
Online Confirmed dates	13 Dec 2027	17 Dec 2027	**€1,250.-**

Plan your next step

Dates, availability, exact venue, taxes, inclusions and payment terms require written confirmation. This brochure is not a quotation, registration, booking confirmation or visa invitation. Participants receive a Smart Horizon certificate of attendance; programmes are not externally accredited and do not award a professional qualification or designation. Confirm arrangements before booking travel.

For group or in-house training, contact our learning team to discuss your objectives and delivery arrangements.

Contact Smart Horizon

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View the latest course details online