

Excel for Accounting Professionals: Session 4

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Chapter 1: Overview

- Volume 1 (Sessions 1-3) Foundations
- Volume 2 (Sessions 4-8) Formula-based Reports

Chapter 2: Selected Shortcuts

- Evaluate selected text with _____
- Jump to A1 with _____
- Alt+I, R: Insert Row
- Alt+I, C: Insert Column
- *Note: shortcuts may not work on all Excel versions, including Excel for Mac, VM, RDP, etc.*

Chapter 3: Conditional Summing

- SUMIFS is a multiple condition summing function
- =SUMIFS(sum_range, criteria_range1, criteria1, ...)
- *"Add up this column, only include those rows where this column is equal to this value"*

Chapter 4: Remove Duplicates

- Remove Duplicates feature removes duplicate values
- Use to generate list of unique report labels
- Data > Remove Duplicates

Chapter 5: Lookup Basics

- =VLOOKUP(lookup_value, table_array, col_index_num, [range_lookup])
- *"Find this, in here, return this. Range lookup?"*

Resources

- Excel files containing all examples and formulas presented: excel-university.com/aicpa
- Jeff Lenning's Excel University blog: excel-university.com/blog
- LinkedIn: [linkedin.com/in/jefflenning](https://www.linkedin.com/in/jefflenning)

Answers

- Evaluate selected text with F9
- Jump to A1 with Ctrl+Home