

Microsoft Office and Forensic Accounting:

Advanced Techniques, Effective Tests, & Valuable Tips for Excel, OneNote, Word, PPoint, & Access

Overview.

This new forensic accounting workshop will take your Microsoft Office (2007 or 2010) skills to a higher plane. The workshop will place you in a forensic setting and will review the applicable, innovative, effective, and efficient tools in the Office suite. The seminar will include 15 hands-on tests using real world forensic files and forensic data.

Do you want?

- ⇒ To be more skilled and productive in your accounting and forensic work using advanced features in Excel, OneNote, Word, PowerPoint, & Access?
- ⇒ An energetic, experienced, and enthusiastic highly-regarded instructor?
- ⇒ Hands-on skills to make you the “go-to” person for questions regarding the everyday use of MS Office in a forensic setting?
- ⇒ To finally see how OneNote can be used in many ways in accounting and auditing settings?
- ⇒ To put the theory into practice as soon as you get back to work?

Do you need to buy software to do all of the above?

With Office 2010/07 and the workshop documentation you are ready to go

Main topics

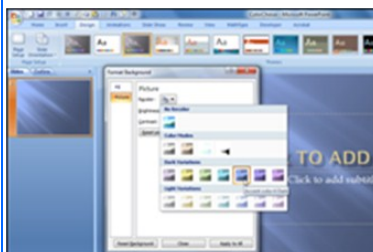
- ⇒ OneNote and its features for recording forensic notes & collaboration.
- ⇒ Excel and its shortcuts, data analysis aids, and other features for forensic reports and presentations.
- ⇒ Word and its valuable forensic techniques, tips, procedures, routines, skills, and shortcuts.
- ⇒ PowerPoint and the color schemes, techniques, & special considerations for forensic presentations.
- ⇒ Access and the routines, procedures, and special capabilities for forensic assignments.

Deliverables: A dynamic, enthusiastic and mildly entertaining presentation by Mark Nigrini, Ph.D.

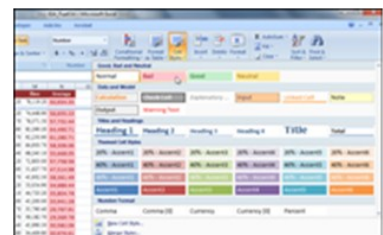
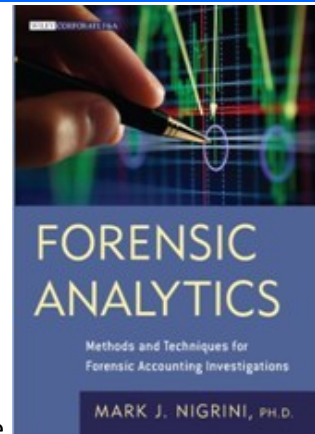
A 40-page document with the cases, questions, screenshots, & solutions for the hands-on work.

Audience:

(a) Internal auditors in the private and public sector that would like to be up to date on the effective and efficient forensic-related tools in the Office suite. **(b) External auditors** that would like effective and efficient tools to assist in their audits and to deploy in their client consulting activities.



(c) Corporate controllers that would like to introduce their staff responsible for investigative work to the power and efficiencies available from using to full range of capabilities of the Office suite.



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Outline.

The workshop format will be a review of selected forensic techniques followed by an attendee hands-on tutorial to demonstrate one or more of the concepts. The goal is to cover relevant, effective, and efficient techniques and routines in an energetic and interesting way. The abbreviated topics are:

Excel: (a) Creating an expense reimbursement or other form in Excel. (b) The data validation routine. (c) Protecting worksheet and cells from changes, and password protection. (d) Adding worksheet

Row Labels	Sum of Pop_2010	State	Population
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AL	4779736	TX	
AR	2915918	NY	
AZ	6392017	FL	
CA	37253956	IL	
CO	5029196	Other	
CT	3574097		

comments. (e) Using pivot tables and slicers. (f) Benefiting from workbook themes. (g) Conditional formatting. (h) Linking and copying from Excel to Word and PowerPoint. (i) Creating professionally formatted reports from Excel worksheets. (j) The usefulness of Consolidate, Group, Ungroup, Subtotal, filters, and advanced filters. (k) The special date and text functions, and VlookUp and HlookUp. (l) Formula auditing and the watch window. (m) The text to columns procedure. (n) Using the Nigrini Cycle template. (o) The relevance of data analysis functions (e.g., correlation) to forensic accounting. (p) Customizing the quick access toolbar and Excel preferences. (q) Important and worthwhile tips, procedures, skills, routines, and shortcuts.

Access: (a) The architecture of Access. (b) Importing data. (c) The different types of Access queries. (d) Converting data from Excel's multi-column format into a usable database format. (e) Using the data documenter in forensic investigations. (f) Including a switchboard for a professional application. (g) Creating reports and exporting them to Word or OneNote. (h) Important and worthwhile tips, procedures, skills, routines, and shortcuts.

Word: (a) The structure and contents of forensic reports. (b) Problems and pitfalls to avoid. (c) Formatting considerations and other options available. (d) Inserting comments, tracking changes, and comparing and combining documents. (e) Using advanced table features. (f) Creating an index and a table of contents. (g) Important and worthwhile tips, procedures, skills, routines, and shortcuts.

OneNote: (a) A tour of the OneNote workspace. (b) Protecting notes with passwords and backing up important files. (c) Taking and formatting notes. (d) Organizing and searching notes. (e) Sharing notes with other people. (f) Important and worthwhile tips, procedures, skills, routines, and shortcuts.

PowerPoint: (a) Presentation planning. (b) Color schemes for forensic presentations. (c) Problems and pitfalls. (d) Copying screenshots to P-Point. (e) Copying images from Word. (f) Adding art & graphic objects to presentations. (g) Including graphs, tables, & diagrams. (h) Building multimedia into a presentation. (i) Clever tips, procedures, skills, routines, & shortcuts.

