Excel for Accounting

GoSkills online course syllabus

Saturday, September 13, 2025

Skill level	**Lessons**	**Accredited by**
Beginner	34	CPD

Pre-requisites	**Video duration**	**Estimated study time**
None	3h 13m	18h for all materials

Instructors

Lydia Uys
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Introduction

1   Introduction
A quick introduction to the course.

Getting Data in Workable Format in Excel

2   Importing Data into Excel: Fixing Text and Numbers
How to recognize when text and numbers imported incorrectly and how to use TRIM and FIND and REPLACE to fix errors.

3   Importing Data into Excel: Fixing the Date
Use the text to columns button to separate the different parts of the date and the DATE function to put it back together as a proper date.

4   Importing Data into Excel: Get Rid of Blank Lines in Your Data
The video shows two different ways to get rid of blank lines in a dataset and how to sort data without unique identifiers back into its original order.

Working with a Range of Data

5   Conditional Formatting: Using the Icons
This lesson illustrates the basic options of conditional formatting with 4 different examples.

6   Conditional Formatting: Manage Rules and Use Formulas in Rules
What if the conditional formatting menu options do not cater to what I want? Let's look at how to customize conditional formatting by way of creating a dynamic To-Do list.

Functions in Excel

Extracting, Combining and Reporting Data

Create Your Own Calculators for Tax and Debt

31   Repayment Calculator: Calculate Payments

In this lesson, we calculate payments (PMT) using financial functions.

32   Repayment Calculator: Create an Amortization Table

Learn how to create an amortization table to show the interest and balances for each period.

33   Tax Calculator: Understanding a Tax Scale

In this lesson, we learn how to use Excel formulas to calculate your tax liability.

34   Tax Calculator: Create Your Own

In this lesson, we create a lookup table and use lookup formulas to calculate tax liability.

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