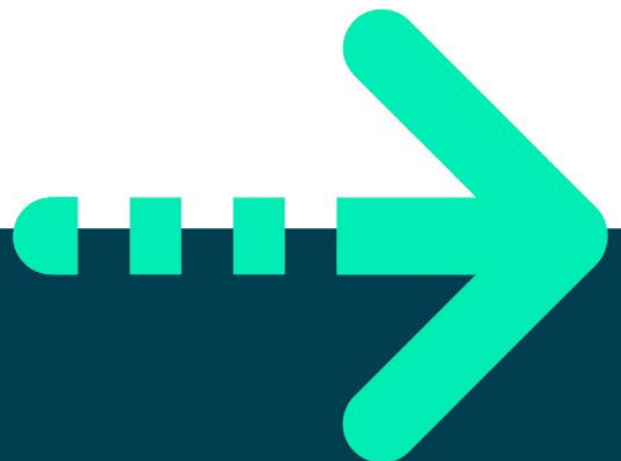




Activity 4 – Excel auditing tools task

Learner guide





How to Use This Workbook



Activity

Alongside this icon you'll find details of the group/individual activity or a point for everyone to discuss.



Useful Tool

This icon indicates a technique that will help you put what you learn into practice.



Important Idea or Concept

Generally, this icon is used to draw your attention to ideas that you need to understand by this point in the course. Let your trainer know if you do not understand or see the relevance of this idea or concept.



Helpful Hint

This icon guides you to tips or hints that will help you avoid the standard pitfalls that await the unwary practitioner or to show you how you might increase your effectiveness or efficiency in practising what you have learnt.



Key Point

This icon is used to indicate something that practitioners in this field should know. It's likely to be one of the major things to remember from the course, so check you do understand these key points.



Reference Material

When we have only touched briefly on a topic this icon highlights where to look for additional information on the subject. It may also be used to draw your attention to International or National Standards or Web addresses that have interesting collections of information.



Definition

Where a word with a very specific definition (or one that could be described as jargon) is introduced this will highlight that a definition is provided. (These words will also be found in the Glossary at the back of the workbook.)



Warning

This icon is used to point out important information that may affect you and your use of the product or service in question.



Task 1

You have been tasked with auditing all the formulas in a workbook before it is presented to the board of Directors.



Independent activity:

Auditing a worksheet

1. Open the **IA AUDITING.XLSX** workbook.
2. Display all precedent cells for cell E3.
3. The formula references the wrong cell range – correct this by editing it to read **=AVERAGE(H8:H32)**.
4. There is still another error in this cell – use the Trace Error function to display its arrows (notice that the error is caused by an error in the formula in cell H8).
5. Select cell H8 and correct the formula to read **=(E8*F8)-(E8*F8*G8)**
6. Copy the formula in cell H8 down to H32 to correct all the formulas.
7. Use the Error Checking command to search for further errors.
8. Notice that there is an error in cell B3 – correct this to read **=AVERAGE(F8:F32)**
9. The next error found is in cell B5, where the calculation is not referring to the correct range of cells – correct this using the **Update Formula to Include Cells** button; the correct formula should read **=MIN(F8:F32)**
10. Correct any further errors, then save and close the file.

