

# A Better Way to *Excel*<sup>™</sup>



A Better Way to Excel is training course designed to arm Excel users with the knowledge necessary to protect Excel workbooks from unauthorized access, erroneous data entry, unreliable outputs and unnecessarily lengthy recover periods.

Many learn based on seeing, hearing, or experiencing. The facilitation technique utilized in this course embraces all learning styles.

### Course Facilitation Technique

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**See** – Relevant visually appealing content



**Hear** – Relatable real world stories or examples



**Experience** – Through hands on application

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A Better Way to *Excel*<sup>TM</sup>

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### 3 TAKE AWAYS

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In order to tame the Excel madness, you must:

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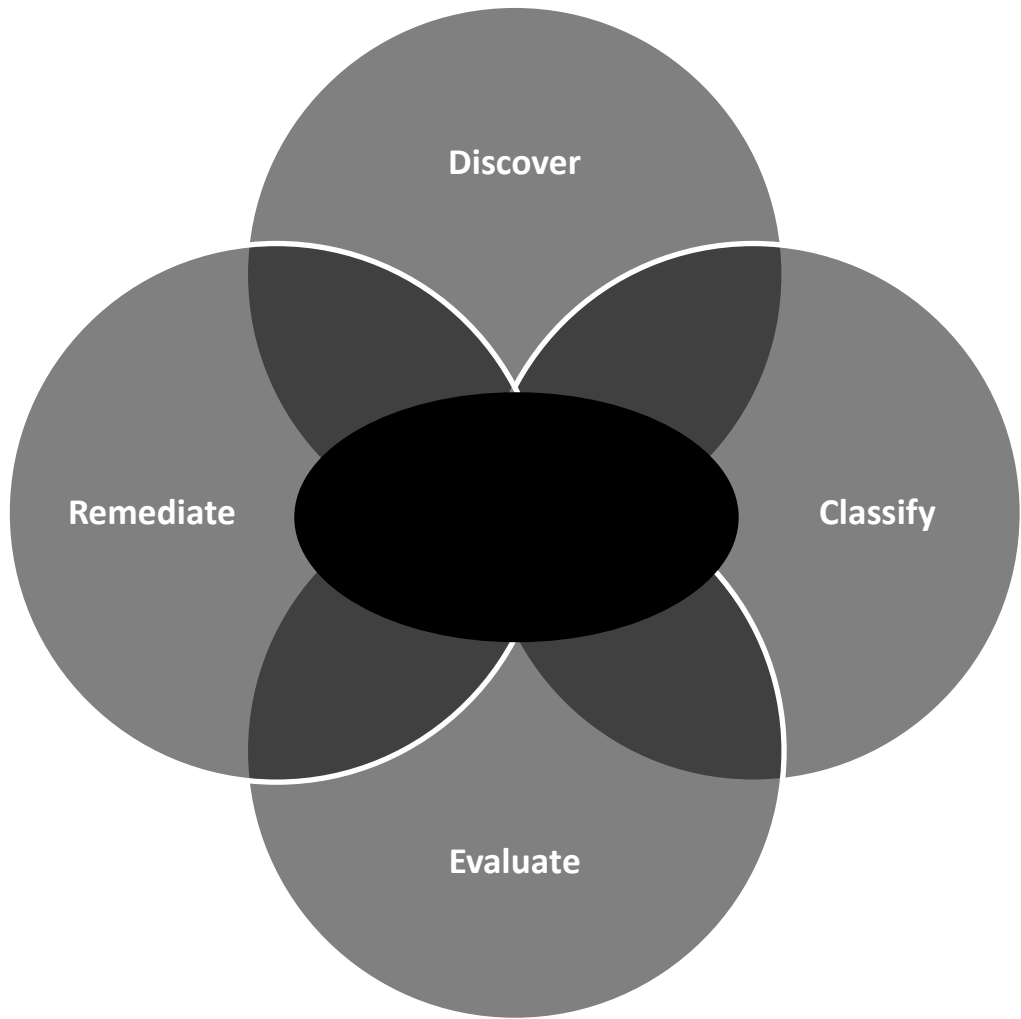
### BEST PRACTICES

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Some good practices include the following:

- Design First, Develop Second, Deploy Last
  - Create a cover page containing workbook purpose, scope and usage
  - Separate inputs, formulas and outputs
  - Clearly explain formulas and assumptions
  - Test, test and test again
  - Assign ownership
- 

Typical workbook uses	Beware of
•	•
•	•
•	•
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# DISCOVERY

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You must have a good understanding of (who, what why, when, where):

- Who is producing and maintaining EUC applications

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You must also:

- Create a list/inventory
- Obtain relevant information
- Update it frequently

Spreadsheets exist on

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Discovery can be accomplished through

- Surveys/Questionnaires
- Observation and Interviews
- Do it Yourself Scanning Tools
- Commercial Scanning Tools

Do it Yourself Scanning

Notes

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## CLASSIFICATION OR PRIORITIZATION

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Classify based on purpose and ownership

Prioritize based on risk

In other words create a \_\_\_\_\_

Typical Purposes Include

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Ultimately, the biggest risk is that bad data in an Excel Workbook is relied upon to make decisions

Risks can be measured based on some the following

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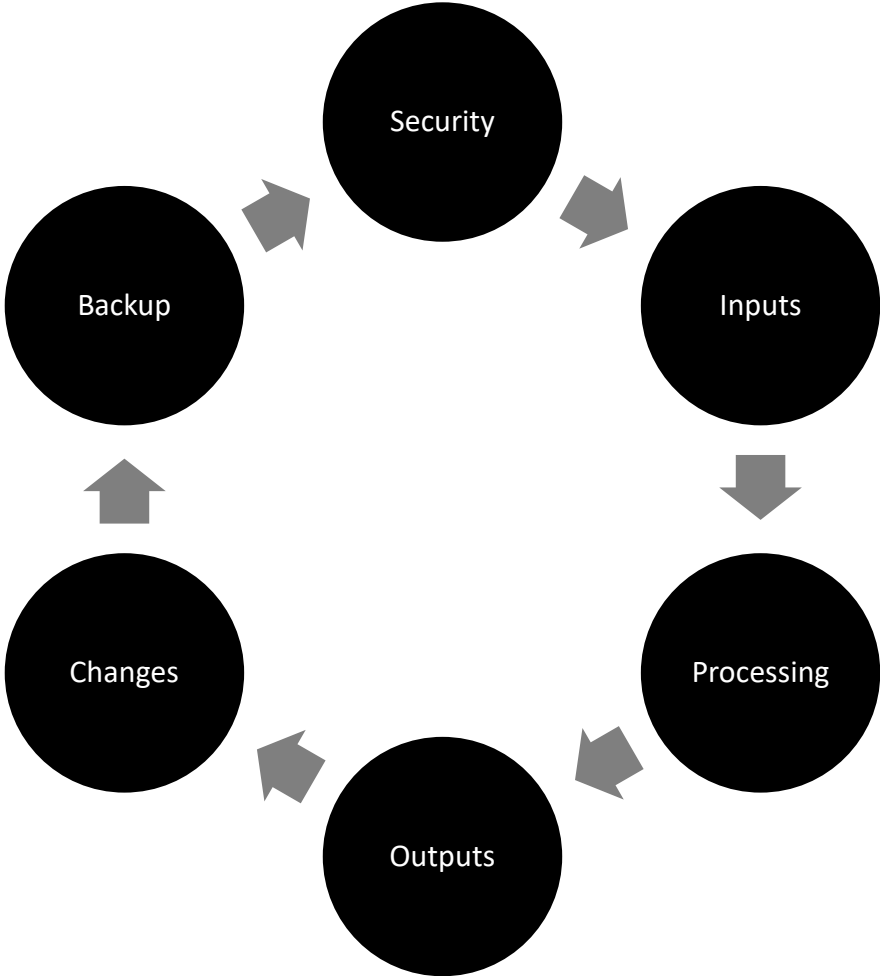
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**EVALUATION**

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## Secure Access

It is important to make sure only the appropriate people have access to workbooks!

Consider (who, what why, when, where)

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Access can and should be protected at multiple levels including the following:

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## Ensure Appropriate Inputs

Inputs Must Be:

Consider (who, what, why, when, where):

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How Do You Ensure It Is?

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## Maintain Correct Calculations

But How?

- Document the purpose
- Document assumptions
- Keep formulas simple
- Test independently
- Audit

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## Don't Overlook the Output

It is important to ensure the output contains the appropriate information, is distributed to the appropriate parties and ultimately fits the needs of the user.

Regarding output, always consider (who, what why, when, where):

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Then ensure

- It is accurate
- It is only viewed by appropriate parties
- It is retained for an appropriate time period

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## Change Cautiously

Unauthorized changes can significantly affect the reliability of spreadsheet data.

Be aware of (who, what why, when, where):

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Regarding changes, always consider

- Formal change schedule
- Ensure individuals who update are knowledgeable
- Vet changes through workbook owners
- Always work from a copy
- Test, test, test
- Log changes

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## Back It Up and Retain It

Consider (who, what, why, when, where):

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- Who is responsible for backups?
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- What needs to be backed up?
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- Why does it need to be backed up?
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- When are backups scheduled? And has the schedule been communicated to stakeholders?
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- Where is the working copy, test copy, backup copy?
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- Create a backup schedule
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- Retain for an appropriate period of time
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- Enforce protection on backups
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**REMEDIATION**

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FIX ERRORS, DEVELOP A METHODOLOGY AND COMMUNICATE EXPECTATIONS!

**METHODOLOGY**

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**Remain Aware and Develop Standards**

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## ABOUT THE PRESENTER

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We are That Audit Guy and we help you identify and mitigate risk. We believe that improving the people that are performing critical processes leads to improving profits. Therefore, our focus people centric. We help organizations identify and implement better business practices through training, process evaluations, and internal audits.

Our website contains free content for auditors and business professionals.



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