

## Technology

Advanced Excel  
Excel-Based Dashboards  
Excel Budgeting and Forecasting Techniques  
Excel Financial Reporting and Analysis  
Excel Tips, Tricks, and Techniques for Accountants  
Excel Macros – Part I  
Excel PivotTables for Accountants – Part I  
Excel PivotTables for Accountants – Part II  
QuickBooks Advanced Features, Tools, and Techniques  
QuickBooks for Accountants  
QuickBooks – Advanced Reporting  
QuickBooks – Reconciling and Analyzing Financials  
Creating Effective PowerPoint Presentations  
Outlook for Accountants – Get Organized Today!  
Word for Accountants  
Moving to Office 2010 – A Road Map for Success  
**NEW!** Outlook Essentials  
**NEW!** PowerPoint Essentials  
**NEW!** Word Essentials  
Paperless Office  
PDF Documents – Beyond the Basics  
**NEW!** PDF Forms – What Accountants Need to Know  
**NEW!** Cloud Computing  
Budgeting, Forecasting and Business Analytics  
Internal Controls for Small Business Accounting Systems  
Tech Tools for Preventing and Detecting Fraud  
Technology for CPAs – Don't Get Left Behind  
**NEW!** Security Tools – Up Close and Personal