

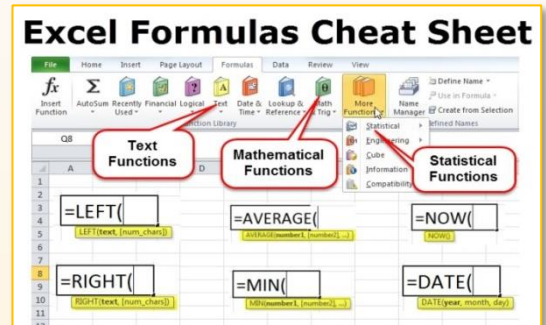


# Microsoft Excel Functions & Formulas 2 days

Users of Microsoft Excel are familiar with its common functions and formulas but many have yet to discover the potential and its application of these tools. In learning and maximizing its specific & relevant functions, common and tedious tasks can be simplified and made easy. Some formulas are relatively straightforward and some can be made more powerful when they are combined. Participants will discover how to avoid common pitfalls in using them, from learning the basic facts in using formulas to leveraging the usage of more complex functions.

## OBJECTIVE:

- Master the dynamics about Formulas,
- Working with Names,
- Applying the Logical & Information Functions,
- Using Arrays to Solve Multiple Functions, Text Functions,
- Leveraging Lookup Functions,
- Applying Count and Sum Functions,
- Optimizing Mathematical and Trigonometry Functions
- Working with Dates and Time Functions



## WHO TO ATTEND

This course is recommended to users who use Microsoft Excel extensively at work. Familiarity with the basics of Microsoft Excel is assumed.

## COURSE OUTLINE

### Day 1 Morning 9.00am-12.30pm

#### Module 1: Creating Formulas

- Using Cell References in Formulas
- Converting Formulas to Values
- Hiding Formulas
- Errors in Formulas

#### Module 2: Working with Names

- Rules for Creating Names
- Name a Range – Define Name Box
- Name a Range – Name Box
- Name Manager
- Create Names from Worksheet Labels
- Use Names, Named Constant
- Named Formula

### Lunch: 12.30pm-1.30pm

### Afternoon: 1.30pm-5.00pm

#### Module 3: Information Category & Logical Function

- Information Category
- Logical Function – Iferror, If, Nested If, And, Or, If + And, If + Or

#### Module 4: Array Formulas

- Array Formulas

#### Module 5: Text Category

- Lower, Upper, Proper
- Concatenate
- Left, Right, Mid, Len
- Find, Substitute
- Rept
- Text
- Trim, Value

### Day 2 Morning 9.00am-12.30pm

#### Module 6: Lookup & Reference Category

- Column , Row
- Indirect , Match, Index ,Offset

#### Module 7: Math & Trig Category

- ABS
- Product
- Mod
- Round
- Rounddown
- Roundup
- Subtotal
- Sumproduct

### Lunch 12.30pm-1.30pm

### Afternoon: 1.30-5.00pm

#### Module 8: Counting and Summing Category

- Count, Counta, Countblank
- Countif
- Countifs
- Sumif, Sumifs
- Large and Small

#### Module 9: Dates and Time Category

- Now()
- Today()
- Date
- Day
- Month
- Year
- Time
- Hour
- Minute
- Second
- Edate, Eomonth
- Weekday
- Workday
- Networkdays
- Dateif
- Yearfrac



# Microsoft Excel Functions & Formulas 2 days

<b>Course Date</b>	<input type="checkbox"/> 21-22 July 2022 <input type="checkbox"/> 24-25 August 2022
<b>Course Time</b>	9:00am to 5:00pm
<b>Course Fee</b>	RM1007 per pax (incl. SST)
<b>Methodology</b>	Online via Microsoft Teams

For further inquiries & registration,  
please contact:  
MEF Academy Sdn Bhd  
Ms Zana  
Tel: 03-7955 7778 ext 144  
Email:  
[roszana@mef.org.my](mailto:roszana@mef.org.my); [nazlina@mef.org.my](mailto:nazlina@mef.org.my)

This course is HRDF SBL Khas claimable. Please select HRDCorp claimable courses when you access the portal.

## REGISTRATION

### ORGANIZATION DETAILS

Company: \_\_\_\_\_

Address: \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

Contact Person: \_\_\_\_\_

Designation: \_\_\_\_\_

Email: \_\_\_\_\_

Contact No.: \_\_\_\_\_

HRDF Contributor:  Yes  No

### APPROVED BY:

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

Name: \_\_\_\_\_

Designation: \_\_\_\_\_

Company Stamp: \_\_\_\_\_

### PARTICIPANT LIST

No.	Name	Email	Contact No.	IC/NRIC NUMBER