

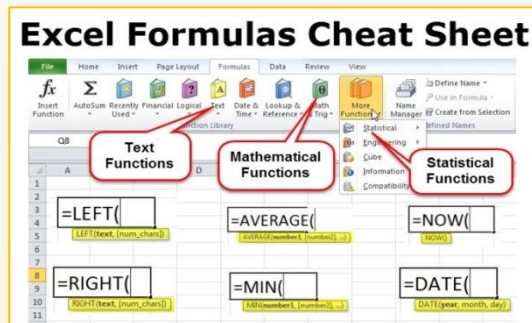


Microsoft Excel Functions & Formulas 2 days

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



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Course Date	☐ 9-10 Oct 2025 ☐ 12-13 Nov 2025 ☐ 8-9 Dec 2025
Course Time	9:00am to 5:00pm
Course Fee	RM1058 per pax (incl. SST)
Methodology	Online via Microsoft Teams

For further inquiries & registration,
please contact:

MEF Academy Sdn Bhd

Ms Zana

Tel: 03-74987200 ext 7242

Email:

roszana@mef.org.my; admin@mef.org.my

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REGISTRATION

ORGANIZATION DETAILS

Company: _____

Address: _____

Contact Person: _____

Designation: _____

Email: _____

Contact No.: _____

HRDF Contributor: ☐ Yes, Employer Code: _____ ☐ No

APPROVED BY:

Signature: _____

Date: _____

Name: _____

Designation: _____

Company Stamp:

Online Registration

<https://forms.gle/VdXpjZzY5A8eteUeA>



PARTICIPANT LIST

No.	Name	Position	NRIC	Email	Contact No.