

# MICROSOFT EXCEL FUNCTIONS & FORMULAS

9.00AM - 5.00PM  
ONLINE MICROSOFT TEAMS

## Course Overview

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 straight forward, 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.

## Who Should Attend

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

## Learning Outcomes

- 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

## Course Registration



**RM1058.40**

(Price Inclusive of 8% SST)

HRDC Claimable\*

<https://forms.gle/mm594CJrxs24U8Rv6>



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## Course Structure

Time	Agenda
DAY 1	
9.00AM - 12:30PM	<b>Module 1: Creating Formulas</b> <ul style="list-style-type: none"> <li>Using Cell References in Formulas</li> <li>Converting Formulas to Values</li> <li>Hiding Formulas</li> <li>Errors in Formulas</li> </ul> <b>Module 2: Working with Names</b> <ul style="list-style-type: none"> <li>Rules for Creating Names</li> <li>Name a Range – Define Name Box</li> <li>Name a Range – Name Box</li> <li>Name Manager</li> <li>Create Names from Worksheet Labels</li> <li>Use Names, Named Constant</li> <li>Named Formula</li> </ul>
12.30PM - 1:30PM	Lunch Break
1:30PM - 5.00PM	<b>Module 3: Information Category &amp; Logical Function</b> <ul style="list-style-type: none"> <li>Information Category</li> <li>Logical Function – Iferror, If, Nested If, And, Or, If + And, If + Or</li> </ul> <b>Module 4: Array Formulas</b> <ul style="list-style-type: none"> <li>Array Formulas</li> </ul> <b>Module 5: Text Category</b> <ul style="list-style-type: none"> <li>Lower, Upper, Proper</li> <li>Concatenate</li> <li>Left, Right, Mid, Len</li> <li>Find, Substitute</li> <li>Rept</li> <li>Text</li> <li>Trim, Value</li> </ul>

Time	Agenda
DAY 2	
9.00AM - 12:30PM	<b>Module 6: Lookup &amp; Reference Category</b> <ul style="list-style-type: none"> <li>Column, Row</li> <li>Indirect, Match, Index, Offset</li> </ul> <b>Module 7: Math &amp; Trig Category</b> <ul style="list-style-type: none"> <li>ABS</li> <li>Product</li> <li>Mod</li> <li>Round</li> <li>Rounddown</li> <li>Roundup</li> <li>Subtotal</li> <li>Sumproduct</li> </ul>
12.30PM - 1:30PM	Lunch Break
1:30PM - 5.00PM	<b>Module 8: Counting and Summing Category</b> <ul style="list-style-type: none"> <li>Count, Counta, Countblank</li> <li>Countif</li> <li>Countifs</li> <li>Sumif, Sumifs</li> <li>Large and Small</li> </ul> <b>Module 9: Dates and Time Category</b> <ul style="list-style-type: none"> <li>Now()</li> <li>Today()</li> <li>Date</li> <li>Day</li> <li>Month</li> <li>Year</li> <li>Time</li> <li>Hour</li> <li>Minute</li> <li>Second</li> <li>Edate, Eomonth</li> <li>Weekday</li> <li>Workday</li> <li>Networkdays</li> <li>Dateif</li> <li>Yearfrac</li> </ul>