



MICROSOFT EXCEL FUNCTIONS & FORMULAS

23-24 APR 2026 | 14-15 MAY 2026 | 11-12 JUN 2026
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



<https://forms.gle/mm594CJrxs24U8Rv6>

RM1058.40

(Price Inclusive of 8% SST)

HRDC Claimable*



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Course Structure

Time	Agenda
DAY 1	
9.00AM - 12:30PM	Module 1: Creating Formulas <ul style="list-style-type: none"> Using Cell References in Formulas Converting Formulas to Values Hiding Formulas Errors in Formulas Module 2: Working with Names <ul style="list-style-type: none"> 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
12.30PM - 1:30PM	Lunch Break
1:30PM - 5.00PM	Module 3: Information Category & Logical Function <ul style="list-style-type: none"> Information Category Logical Function – Iferror, If, Nested If, And, Or, If + And, If + Or Module 4: Array Formulas <ul style="list-style-type: none"> Array Formulas Module 5: Text Category <ul style="list-style-type: none"> Lower, Upper, Proper Concatenate Left, Right, Mid, Len Find, Substitute Rept Text Trim, Value

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

