

Leveraging Functions and Formulas using Microsoft Excel

Description

Explore the power of Excel through this comprehensive course, designed to enhance your skills in data manipulation, analysis, and visualization. You will learn how to clean and organize data efficiently, apply formulas and functions to uncover insights, and use tools such as PivotTables, charts, and conditional formatting to present information clearly and effectively.

This course will also introduce techniques to streamline workflows and automate repetitive tasks, helping you work smarter and make data-driven decisions with confidence.

Who is this Course For?

This course is suitable for participants who need to utilise the various pre-set functions in Microsoft Excel to create formulas and perform calculations.

Course Objectives

At the end of the course, participants will be able to use Excel functions and formulas more effectively to perform complex calculations, analyze data, and solve real-world problems.

They will gain the skills to combine multiple functions, create dynamic formulas, and apply advanced techniques to streamline tasks and improve accuracy. By mastering these tools, participants will be able to enhance their data analysis capabilities, produce insightful reports, and make well-informed, data-driven decisions with confidence.

Course Duration

8 Hours

Mode of Training

Classroom

Full Fee

\$300

(Subject to 9% GST)

Nett Fee

\$327

(After GST)

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.



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Course Content

- Using SUM, AVERAGE, MAX, MIN, COUNT, COUNTA Functions
- Using Date and Time Functions: TODAY, NOW, DAY, MONTH, YEAR, DATE, TIME
- Using Mathematical Functions: ROUNDDOWN, ROUNDUP, SUMIF
- Using Statistical Functions: COUNTIF, COUNTBLANK, RANK
- Using Text Functions: LEFT, RIGHT, MID, TRIM, CONCATENATE
- Using Lookup Functions: VLOOKUP, HLOOKUP
- Use Database Functions: DSUM, DMIN, DMAX, DCOUNT, DAVERAGE
- Using Logical Function: IF, NESTED-IF, ISERROR, OR, AND
- Understanding Cell References in Formulas: Relative, Absolute, Mixed Reference
- Using a 3-D reference within a SUM Function
- Using TRANSPOSE Function
- Data Validation: Set, edit validation criteria for data entry in a cell range like: whole number, decimal, list, date, time
- Handling Error displays in Formulas: #####, #REF!, #NAME?, #DIV/0!, #VALUE!
- Auditing Functions: Trace precedent, dependent cells. Identify cells with missing dependents, Error Checking for Circular Reference, Watch Window

