

Leveraging Functions and Formulas using MS Excel



COURSE DURATION

8 HRS



MODE OF TRAINING

Classroom

Explore the power of Excel through this comprehensive course designed to enhance your skills in data manipulation and analysis

Who Is This Course For

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

Course Objectives

By the end of this course, learners will be able to:
Use Excel Functions and Formulas more effectively

☎ 6737 5761 📞 8767 0614 ✉ enquiry@jci.edu.sg

📍 150 Orchard Road, #06-14, Orchard Plaza 238841



FULL FEE

\$300

(Subject to 9% GST)



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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



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