

Leveraging Functions and Formulas using MS Excel



 COURSE DURATION
8 Hrs

 MODE OF TRAINING
Classroom

Leveraging functions and formulas in Microsoft Excel is a powerful way to streamline data analysis and enhance productivity. By using built-in functions such as SUM, AVERAGE, VLOOKUP, and IF, users can quickly perform complex calculations, automate tasks, and manipulate large datasets with ease. Excel's formulas enable users to perform logical, mathematical, and text-based operations, while its advanced features like conditional formatting and pivot tables allow for deeper insights and efficient decision-making. Mastering these tools transforms Excel into a dynamic and indispensable resource for professionals across various industries.

FULL FEE

\$327

(Subject to 9% GST)

Course Objectives

- At the end of the course, participants will be able to use Excel Functions and Formulas more effectively.

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.



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Website

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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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