



Excel - Starting off with Formulas and Functions (Intermediate)

HRD Corp Claimable (SBL-Khas)

This 2-day learning incorporates newer functions from Excel 365 to reduce non-value adding time spent in spreadsheets.

It is updated with new functions from Microsoft for Excel 365. Participants who do not have the newer Excel versions are also encouraged to sign up to view these new functions.

Objectives

You will be able to understand and apply crucial formulas and functions in your work environment. You will be taught specific formulas on how they work best in specific scenarios and when they do not work.

Course Requirement

- Stable Internet Connection
- Webcam and Earphones
- Required software: Microsoft Excel 365
- If the participant has 2 computer monitors it is encouraged that the participant use them.

**This is a hands-on workshop, packed with exercises. All participants must each have a Computer/Laptop.*

Course Content

Module 1: Introduction

- Absolute and Relative Cell References
- The Formula Bar and the Insert Function Tool
- The Name Box, Naming and Editing Cell Ranges
- The Status Bar
- Basic Excel Function Syntax
- Nested Formulas

Module 2: The New Array Formula Platform

- Evaluating Array Formulas vs Normal Formulas

Module 3: Logical Functions

- IF
- IFS
- IFERROR

Module 4: Sum and Count Functions

- SUMIF, SUMIFS, DSUM
- AVERAGE, AVERAGEA
- COUNT, COUNTA, COUNTBLANK, COUNTIF, COUNTIFS
- SUMPRODUCT

Module 5: Text Functions

- CONCATENATE
- LEFT, RIGHT, MID, TEXT
- LOWER, UPPER, PROPER
- TRIM, CLEAN
- SUBSTITUTE
- FIND
- TEXT

Module 6: Date and Time Functions

- The Date Format and Value of Date Cells
- EDATE, EOMONTH, DAYS, DAYS360, NETWORKDAYS, NETWORKDAYS.INTL, NOW

Module 7: Form Controls

- Scroll Bar
- Drop-Down Box

Module 8: Look-Up Related Functions

- VLOOKUP
- INDEX, MATCH
- XLOOKUP
- TRANPOSE
- UNIQUE
- FILTER
- SORT
- Working Functions with Form Controls

Module 9: Other Important Tools on Formulas

- Formula Auditing
- Displaying Formulas
- Error Checking and Tracing Errors
- Evaluating Formulas
- Calculation Options
- Copying and Pasting Formulas
- Comparing Conditional Sum, Count Functions with Database Functions

Module 10: Quick Summation Methods

- Using Shortcut Keys and AutoSum

Module 11: Customizing Number Formats

- Examining Number Formats and Changing Them
- Customizing Number Formats with Advanced Methods

When & Where

24 & 25 June 2024
(Mon & Tues)
9.00am to 5.00pm

Remote Online Learning
(Zoom)

Who Should Attend

Data Analysts, Project Managers, Revenue Managers, Finance Managers, Human Resources and anyone who uses Excel regularly and wish to have an in-depth dive on critical and essential Excel functions and formulas.

Training Investment

RM 1,300.00 per participant for 2 days (inclusive of Service Tax, Online Course Materials, E-Certificate of Attendance)

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Trainer's Profile

Vincent Chin



1 About Vincent

Vincent is a HRDF-certified trainer specializing in advance Excel, Financial Modelling and Lean Six Sigma; and a continuous improvement consultant. He is a Chartered Accountant (Association of Chartered Certified Accountants), a Six Sigma Black Belt (ASQ) and a Microsoft Office Specialist.

2 Work Experience

Vincent has more than 20 years' experience in multiple industries where he held roles of finance head, continuous improvement lead and trainer.

One of his highest achievements in the role of a Financial Controller was being able to turn a loss making company into a profitable one within a year. He also held continuous improvement roles in the shared service and financial industry where transformation and implementation of target operating models were required. Vincent also programs in VBA and develops complex Excel applications.

3 Trainings Experience and Clientele

Vincent has trained employees from Genting Group, Dell, Motorola, Technip, CIMB, Malakoff, Digi, IBM, Starwood Hotels & Resorts, Petronas ICT, HSBC, J&J, Kossan Rubber, CapitaLand, Markem-Imaje, RHB, DHL, Shell, Samsung, DBS, NOL.

4 Training Approach

Vincent adapts a practical approach in his training and relates topics he conducts to real life scenarios. This comes from his strong background in financial operations and process re-engineering experience in local and multinational firms.

5 Specialization (Courses that can be conducted)

Lean Six Sigma, MS-Excel.

6 Qualifications

FCCA (UK), CSBB, MOS.

Register [HERE](#)

Other Programmes [HERE](#)



Contact Us

Carriera Academy Sdn Bhd

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Tel: 017-7679688 (Steph)

Email: trainings@carriera.com.my