

Leveraging Functions and Formulas

Course Objective

Leveraging Functions and Formulas is a course that will enable participants to use Excel Functions and Formulas more effectively.

Pre-requisite

Prospective candidates should ideally have some working knowledge of calculations in Microsoft excel.



Course Outline

- Using SUM, AVERAGE, MAX, MIN, COUNT, COUNTA Functions
- Using Date and Time Functions: TODAY, NOW, DAY, MONTH, YEAR, DATE, TIME
- Using mathematical functions: ROUND, ROUNDUP, ROUNDDOWN, SUMIF
- Using Statistical Functions: COUNTIF, COUNTBLANK, RANK
- Using Test Functions: LEFT, RIGHT, MID, TRIM, CONCATENATE
- Using lookup functions: VLOOKUP, HLOOKUP
- Using 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 dependent cells, Identify cells with missing dependents, error checking for circular reference, Watch Window

Trainer

Mr Wong Wing Kin has 10 years of experience as an IT trainer and had conducted in-house training workshops for various companies. Mr Wong had trained students and teachers for our schools linked to the Ministry of Education. He has trained for companies like Drew & Napier LLC and Singapore Petroleum as in-house programmes for MS courses. Mr Wong has a degree in Bachelor of Science in Information Systems and Computer Science from the National University of Singapore.

Date	24 November 2017
Duration	1 day, 9am to 6pm (8 hrs)
Fees (Prices are inclusive of 7% GST)	\$321.00 per pax
Course Venue	PMAS Academy Print Media Hub @ Paya Lebar iPark 61 Tai Seng Avenue #05-14 Singapore 534167

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