Advanced Working with Spreadsheet (Formula and Function)

Course Duration: 3 hrs

Course Objective:
Microsoft Excel offers a large variety of useful functions that can significantly improve work effectiveness, productivity and results. However, many users cannot take full advantage of Excel 'functions because they do not know what is available or they are not sure how to use them. This 3-hour course is designed to remedy this situation by introducing to you about 7 categories of Excel functions with practical examples and hands-on practice.

Training Contents:

1   Logical Functions
- IF
- AND
- OR

2   Database Functions
- DSUM
- DAVERAGE
- DCOUNT & DCOUNTA
- DMAX & DMIN

3   Text Functions
- LEFT
- RIGHT
- MID
- LEN
- LOWER
- UPPER
- PROPER
- TRIM

4   Lookup and Reference Functions
- Using VLOOKUP to Find Data
- Limit the VLOOKUP Value for Exact Match
- Using the Closest Match for the VLOOKUP Value
- HLOOKUP

5   Statistical Functions
- COUNTIF
- COUNTIFS
- AVERAGEIF
- AVERAGEIFS

6   Math & Trig Functions
- SUBTOTAL
- SUMIF
- SUMIFS

7   Create or Delate a Macro
- Record a Macro
- Run an Excel Macro
- Delete a Macro