



MICROSOFT EXCEL

(Functions & Formulas)

METHODOLOGY

- Screen Projection
- Lecturing
- Practical
- Workshop

WHO SHOULD ATTEND

The courses are applicable for all working adults.

- Finance Personnel
- IT Personnel
- Administrative Personnel

Pre-requisite: Participants should have basic knowledge of Microsoft Excel

SPECIAL FACILITIES

- LCD Projector
- Personal Computer
- Microsoft Excel Program

DURATION

- 2 Days

COURSE FEE

- RM 950.00

Course fee is inclusive of GST @ 6%

SBL Scheme Claimable
(Subject to HRDF approval)



| Speed (mph) | Animal | | | | | | |
|-------------|------------------|--|---------|--|--|--|--|
| 30 | Cat | | Ostrich | | | | |
| 32 | Reindeer | | | | | | |
| 35 | Rabbit | | | | | | |
| 35.5 | Whippet | | | | | | |
| 39.35 | Greyhound | | | | | | |
| 40 | Ostrich | | | | | | |
| 42 | Gray fox | | | | | | |
| 43 | Coyote | | | | | | |
| 45 | Elk | | | | | | |
| 50 | Lion | | | | | | |
| 61 | Antelope | | | | | | |
| 70 | Cheetah | | | | | | |
| 200 | Peregrine falcon | | | | | | |

=VLOOKUP(40,A2:B15,2)

Find value 40 Search in A2:A15 (1st column of table_array) Return a matching value from column B

| Order no. | Qty. | | | | |
|-----------|------|--|--|--|---|
| Product 1 | 13 | | | | 3 |
| Product 2 | 6 | | | | |
| Product 3 | 8 | | | | |
| Product 4 | 14 | | | | |
| Product 5 | 3 | | | | |
| Product 6 | 19 | | | | |
| Product 7 | 9 | | | | |
| Product 8 | 1 | | | | |
| Product 9 | 11 | | | | |

=COUNTIFS(C2:C10,">5", C2:C10,"<10")

Qty. >5 and <10

INTRODUCTION

Microsoft Excel is an electronic spreadsheet application that allows you to track, manage, perform of calculations on and analyze any type of data. Excel can be a valuable tool in helping you to keep your program organized and efficient.

OBJECTIVE

Upon completion of the course, participants will be able to :-

- Know how to use Logical & Financial functions
- Know how to apply Information functions
- Know how to use Text functions
- Know how to use Mathematical & Statistical functions

COURSE CONTENTS

- Chapter 1 – Date & Time Functions
- Chapter 2 – Logical Functions
- Chapter 3 – Financial Functions
- Chapter 4 – Information Functions
- Chapter 5 – Lookup Functions
- Chapter 6 – Text Functions
- Chapter 7 – Mathematical Functions
- Chapter 8 – Statistical Functions

ABOUT SAINS

Pusat Latihan Teknologi Maklumat Sarawak (SAINS) was established in 1993, in response to the increasing demand for IT training in Malaysia. The Centre is a certified training provider approved by the Ministry of Education as well as Pembangunan Sumber Manusia Berhad (PSMB). Corporates choosing to send their employees to our Centre can use the Human Resource Development Fund (HRDF) to pay for employee training. **SAINS won the Human Resources Development Fund Award 2013** in the Training Provider category.

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