



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.

OBJECTIVES

By the end of the course participants should 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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