



# 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**

### DURATION

- 2 Days

### COURSE FEE

- RM 896.00

**SBL Scheme Claimable**  
(Subject to HRDF approval)



The first screenshot shows a VLOOKUP formula: `=VLOOKUP(40,A2:B15,2)`. The formula is entered in cell D2. The spreadsheet data is as follows:

Speed (mph)	Animal
30	Cat
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

The second screenshot shows a COUNTIFS formula: `=COUNTIFS(C2:C10,">5", C2:C10,"<10")`. The formula is entered in cell F2. The spreadsheet data is as follows:

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

### 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.

Sarawak Information Systems Sdn. Bhd. (213181-W)  
Level 3, Wisma Bapa Malaysia, Petra Jaya, 93502 Kuching, Sarawak, MALAYSIA  
Tel: (60) 82-444199 | Fax: (60) 82-444211  
Email: [service@sains.com.my](mailto:service@sains.com.my)  
Website: [www.sains.com.my](http://www.sains.com.my)

Pusat Latihan Teknologi Maklumat Sarawak  
Ground Floor, Lot 250  
Kuching-Kota Samarahan Expressway  
Kota Samarahan 93010, Samarahan  
Tel: (60) 82-668668 | Fax: (60) 82-668699

Contact Person:  
Jean Sim / Silvia Philip  
Email: [training@sains.com.my](mailto:training@sains.com.my)  
Website: [www.sains.com.my](http://www.sains.com.my)