



**@ASK Training**  
Attitude | Skills | Knowledge

# Microsoft Excel: Advanced Formulas & Functions

**Course Code:**  
ASKFF8

**TPGateway Course Code:**  
TGS-2020503211

**Course Duration:**  
2 days (16 hours), 9:00am – 5:00pm

**Course Fee:**  
\$500 (\$545 Inc. 9% GST) per participant  
SDF grant entitled, \$2/hr x 14hrs = \$28  
*Only applicable to Singaporean and PR employees*

1 hour lunch is not claimable  
Skillsfuture Credit Claimable for Individual  
UTAP Claimable ; sign up <https://ntuc.co/ask-edm>

**Course Dates:**  
<https://asktraining.com.sg/course-schedule/>



## Course Synopsis

Microsoft Excel: Advanced Formulas and Functions will cover how to perform advanced searching and data retrieval with Lookup functions, creation of statistic reports with criteria applied using Statistical functions, extraction of required text from given string using Text functions, and many more.

The course focuses on practical examples that will help users easily transit to using these formulas and functions in real-world scenarios. Participants will be shown some of the most challenging formulas and functions in Excel and how to put them to their best use.

## Course Objectives

Learn and understand how to use those functions in the following function categories:

- IFs Functions
  - Information Functions & Statistical Functions
  - Math Functions & Date Functions
  - Text Functions
  - Lookup and Reference Functions
  - Database Functions
  - Boolean Logic
- Learn how to mix and match functions
- Learn how to solve real-life problem using functions
- Learn how to automate your work using functions
- Learn how to analyze problems and derive solutions
- Strengthen your Excel skills with formulas and functions
- Increase productivity by automating your work

## Course Outline

- Revision of Functions
- The IFs Functions
- Information Functions
- Statistical Functions
- Math Functions
- Date Functions
- Text Functions
- Lookup and Reference Functions
- Database Functions (optional)
- Boolean Logic (optional)

## Pre-requisite & Methodology

To enrol in this course, you should possess the following:

- ( $\geq 16$  years old); or
- 1 year working experience

You must have attended Excel Advanced course or has been using Excel for the past five years continuously, with basic knowledge on Excel formulas and functions. You must also know how to use Excel functions like IF, OR, AND, and nested functions

This is a two-days hands-on course. The trainer will walk through the topic step-by-step. You will be provided with exercise files on every topic to effectively apply what have been taught. A short Q & A session will be available after each topic.

**Who should attend:**

- People who have attended the Excel Advanced course
- People who wants to advanced their skills in Excel
- People who wants to learn how to solve problems in Excel
- For Excel power users

## Speak to a Course Consultant

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