



# Microsoft Excel

## PREREQUISITES

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

You must have attended Excel Advanced course or have been using Excel for the past three years continuously, with basic knowledge on Excel formulas and functions.

## DURATION

 **2 Days**

 **9 AM - 5 PM**

## COURSE DATES

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

Course Code: **ASKFF8**

## Microsoft Excel: Advanced Formulas and Functions

### Course Description

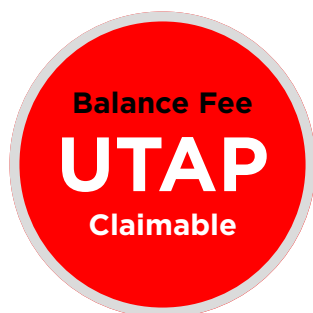
Microsoft Excel: Advanced Formulas and Functions will cover how to perform advanced searching and data retrieval with Lookup functions, creation of statistic reports with criteria applied using Statistical functions, extraction of required text from given string using Text functions, and many more.

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.

Complex formulas and how to nest/combine functions in Excel will be taught too.

### Course Objectives

- ✓ Learn and understand how to use IFs functions in the different function categories
- ✓ 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



**Full Course Fee:**

**S\$654**

*(inclusive of 9% GST)*



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Attitude | Skills | Knowledge

# 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)**