



Microsoft Excel - Starting off with Formulas and Functions (Intermediate)

SBL/HRDF Claimable

Objectives

You will be able to understand and apply crucial formulas and functions in your work environment. You will be taught specific formulas on how they work best in specific scenarios and when they do not work.

Required software: Microsoft Excel 2013 or 2016

Laptops will be provided during the Workshop

Methodology

You will go through a 2-day intensive Excel-based hands-on training with examples and dataset practice. This course is entirely taught in Excel.

Course Content

Module 1: Introduction

- Absolute and Relative Cell References
- The Formula Bar and the Insert Function Tool
- The Name Box, Naming and Editing Cell Ranges
- The Status Bar
- Basic Excel Function Syntax
- Nested Formulas

Module 2: Logical Functions

- IF
- IFERROR

Module 3: Sum and Count Functions

- SUMIF, SUMIFS, DSUM
- COUNT, COUNTA, COUNTBLANK, COUNTIF, COUNTIFS

Module 4: Text Functions

- LEFT, RIGHT, MID, TEXT
- LOWER, UPPER, PROPER
- TRIM, CLEAN

Module 5: Date and Time Functions

- The Date Format and Value of Date Cells
- EDATE, EOMONTH, DAYS, DAYS360, NETWORKDAYS, NOW

Module 6: Lookup Functions

- VLOOKUP
- INDEX, MATCH

Module 7: Special Functions

- SUMPRODUCT
- Array Formulas

Module 8: Other Important Tools on Formulas

- Formula Auditing
- Displaying Formulas
- Error Checking and Tracing Errors
- Evaluating Formulas
- Calculation Options
- Copying and Pasting Formulas
- Comparing Conditional Sum, Count Functions with Database Functions

When & Where

5 & 6 December 2018
(Wed & Thurs)
9.00 am to 5.00 pm

Empire Hotel, Subang Jaya

Who Should Attend

Data Analysts, Project Managers, Revenue Managers, Finance Managers, Human Resources and anyone who uses Excel regularly and wish to have an in-depth dive on critical and essential Excel functions and formulas.

The participant is preferred to possess working knowledge with Excel, such as familiarity in navigating the Excel Ribbon and Excel Pane and familiar with basic formula operators such as "+", "-" and the SUM function

Training Investment

RM 1,400 per participant (include Lunch, Tea Breaks, Course Materials, Certificate of Completion & Laptop (to be used in class))

Early Bird (before 21 Nov '18) – RM 1,300

Group Discount (3 or more) – 10%

Trainer's Profile

Vincent Chin



1 About Vincent

Vincent is a HRDF-certified trainer specializing in advance Excel, Financial Modelling and Lean Six Sigma; and a continuous improvement consultant. He is a Chartered Accountant (Association of Chartered Certified Accountants), a Six Sigma Black Belt (ASQ) and a Microsoft Office Specialist.

2 Work Experience

Vincent has more than 20 years' experience in multiple industries where he held roles of finance head, continuous improvement lead and trainer.

One of his highest achievements in the role of a Financial Controller was being able to turn a loss making company into a profitable one within a year. He also held continuous improvement roles in the shared service and financial industry where transformation and implementation of target operating models were required. Vincent also programs in VBA and develops complex Excel applications.

3 Trainings Experience and Clientele

Vincent has trained employees from Genting Group, Dell, Motorola, Technip, CIMB, Malakoff, Digi, IBM, Starwood Hotels & Resorts, Petronas ICT, HSBC, J&J, Kossan Rubber, CapitaLand, Markem-Imaje, RHB, DHL, Shell, Samsung, DBS, NOL.

4 Training Approach

Vincent adapts a practical approach in his training and relates topics he conducts to real life scenarios. This comes from his strong background in financial operations and process re-engineering experience in local and multinational firms.

5 Specialization (Courses that can be conducted)

Lean Six Sigma, MS-Excel.

6 Qualifications

FCCA (UK), CSBB, MOS.

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Other Programmes in 2018 [HERE](#)



Contact Us

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