

MICROSOFT EXCEL FORMULAS & FUNCTIONS

Technical Hands-on Workshop

Enhance your skills on Excel

Introduction

Microsoft Excel is a powerful spreadsheet and data analysis program with wide-ranging capabilities. Attending a live Excel course is a good way to quickly and efficiently learn Excel. There are **3 primary reasons** why you should **learn Excel** and how learning Excel is **helpful for your career**.

1. Learning Excel **increases your value** in the job market
2. Excel training makes you **more efficient**
 - Conditional formatting allows you to apply format to a cell or a range of cells based on a given criteria which will make data easier to read
3. **Pivot tables and charts** will allow you to **quickly identify trends** in large datasets and inform business decisions
4. Learning Excel **prepares workers for Data centric positions**

Objectives

To **master operators, error values, naming techniques**, to **understand and apply the build in functions and array formulas** in Excel.

Training Duration

2 Full Days

Pre-requisite

- MS Excel (Intermediate-Advance) 2016

Program Schedule

| Day/Time | Day 1 | Day 2 |
|-----------------|--------------|--------------|
| 9am-10.30am | Module 1 | Module 3 |
| 10.30am-11.30am | Module 1 | Module 3 |
| 11.30am-12.30pm | Lunch | Lunch |
| 12.30pm-1.30pm | Module 2 | Module 4 |
| 1.30pm-2.30pm | Module 2 | Module 4 |
| 2.30pm-4pm | Q&A, Summary | Q&A, Summary |

Course Outline

Module A: About Formula

- Operators in Formulas
- Cell and Range Reference
- Convert Formulas to Values
- Hiding Formulas

Module B: About Range Names

- Naming Methods
- Create Multisheet Names
- Working with Range and Cell Names
- Problems with Range Names
- Use Functions to Name a Range

Module C: About Worksheet Functions

- Function Argument Types
- Ways to Enter Functions
- Text Functions
- Data & Time-Related Functions
- Counting & Summing Functions
- Lookup Functions
- Database Functions
- Rounding Numbers

Module D: About Array

- Introduction on Array Formulas
 - Dimensions of Array
 - Working with Array Formulas
 - Using Single-Cell and Multicell Array Formulas
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Testimonials

"The trainer was very well prepared with the materials and he delivered the training really smoothly. Great job. Would definitely recommend this program."

- Intel Employee -

"The session was really helpful as I had the chance to learn new formulas which would actually me with the daily tasks."

- Intel employee -

"Everything was wonderfully done by the instructor. Not only the session was straightforward and detailed, it also met my expectation. Well done!"

- Intel employee -

"The instructor went through the material step by step with clear examples which was definitely good because I can see he made sure everyone of us understands the material. Overall, good job and would recommend this."

- Intel employee -

About Elite Indigo

Elite Indigo Consulting provides corporate training to the semiconductor and manufacturing industries. With a humble beginning of one founding member with passion and desire to share his 20 years of experiences in Smart Manufacturing for global manufacturing facilities, now, we have a strong and competent team of 20 members, all aligned with company mission, vision and core values.

Our Mission

"Transform Data into Insights - Leap Forward"

Our Vision

Be a Global Trusted Advisor in the Areas of Skills Development, Consultancy & Software Solutions specialising in Semiconductor & Manufacturing industries.

Our Core Values

