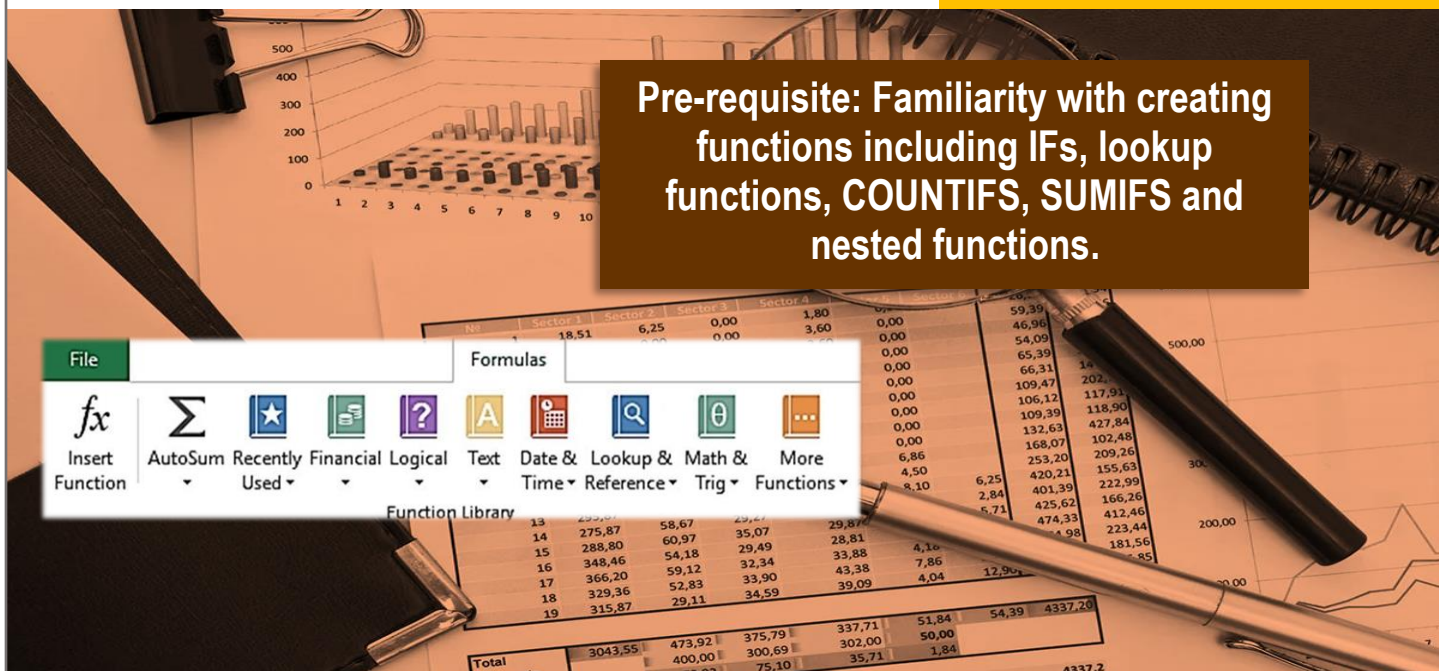


# MICROSOFT EXCEL 365

## FUNCTIONS & FORMULAS

This Microsoft Excel Functions and Formulas course is suitable for those with an advanced working knowledge of Excel who want a greater understanding of more sophisticated formulas & functions within Excel.

**Pre-requisite: Familiarity with creating functions including IFs, lookup functions, COUNTIFS, SUMIFS and nested functions.**




### **SAINS – PPKS (Training Centre)**

PUSAT PEMBANGUNAN KEMAHIRAN SARAWAK (PPKS),


New Admin Block PPKS, Level 1,


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**Claimable  
Under  
Scheme  
SBL**

## Course Content

- Date & Time Functions
- Logical Functions
- Financial Functions
- Information Functions
- Lookup Functions
- Text Functions
- Mathematical Functions

## Learning Outcomes

- At the end of this course, you will have a greater understanding of building complex formulas and functions.
- Save time by learning more sophisticated search & auditing techniques when working with data-heavy spreadsheets.
- Discover best-practice for setting up Excel files so they are flexible, appropriate, well-structured, and transparent.

### WHO SHOULD ATTEND



- IT Personnel
- Finance Personnel
- Admin Personnel

### SPECIAL FACILITIES



- LCD Projector
- Personal Computer
- Microsoft Excel 365 Program

### METHODOLOGY



- Screen Projection
- Lecturing
- Practical

### COURSE DURATION



- 2 Days

### COURSE FEE



- RM950.00

### IN-HOUSE TRAINING ADVANTAGE

If you have a number of staffs with similar training needs, then you may wish to consider an In-house Training solution delivered locally on-site.

Course can be tailored to specific requirements.

Please contact [agnes@sains.com.my](mailto:agnes@sains.com.my) or **082-366499** for further discussion.

### TERMS & CONDITIONS:

- Course fee is **INCLUSIVE** of refreshment, lunch, course materials & certificate of attendance.
- Course fee **EXCLUDE** SST @ 6%
- The rate of the Service Tax is subject to changes according to the current rate or at other statutory prevailing at the time when such tax is chargeable or payable.