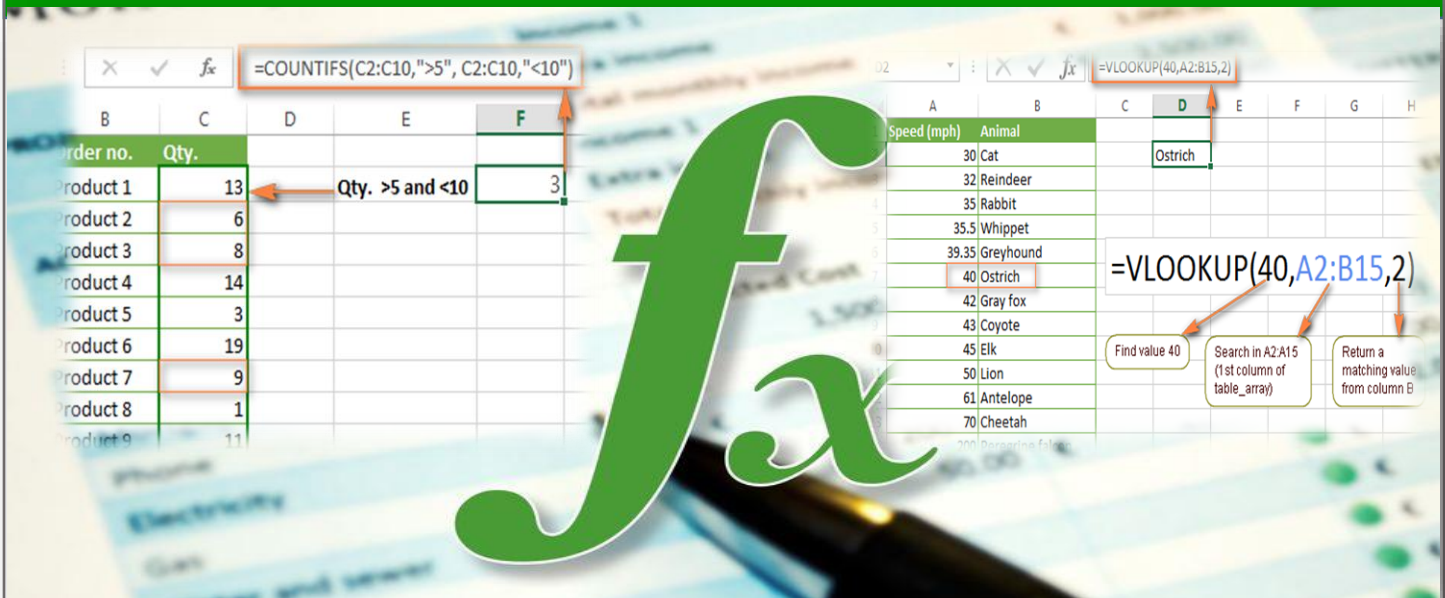


MICROSOFT EXCEL 2019

FUNCTIONS & FORMULAS

Microsoft Excel is an electronic spreadsheet application that allows you to track, manage, perform of calculations on and analyze any type of data. Excel can be a valuable tool in helping you to keep your program organized and efficient.


Pre-requisite: Participants should have basic knowledge of Microsoft Excel




The image shows two Excel spreadsheets. The left spreadsheet has a table with columns 'Order no.' and 'Qty.'. The formula bar shows `=COUNTIFS(C2:C10,">5", C2:C10,"<10")` and the result in cell F2 is 3. The right spreadsheet has a table with columns 'Speed (mph)' and 'Animal'. The formula bar shows `=VLOOKUP(40,A2:B15,2)` and the result in cell D2 is 'Ostrich'. A large green 'fx' symbol is overlaid on the image.


SAINS – PPKS (Training Centre)

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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

- ⊕ Know how to use Logical & Financial functions
- ⊕ Know how to apply Information functions
- ⊕ Know how to use Text functions
- ⊕ Know how to use Mathematical & Statistical functions

WHO SHOULD ATTEND



- IT Personnel
- Finance Personnel
- Admin Personnel

SPECIAL FACILITIES



- LCD Projector
- Personal Computer
- Microsoft Excel 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 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.