SBL KHAS PROGRAM ID: 1000131062

Microsoft Excel (ADVANCED LEVEL)

14 hours ZOOM & PHYSICAL Program

HYBRID TRAINING

13 & 14 April 2026 (Mon & Tue)

Remote Online Training **(Zoom)** &

Wyndham Grand Bangsar Kuala Kuala Lumpur Hotel (Physical)
** Choose either Zoom OR Physical Session

Description :

This course will give you a deep understanding of the useful Excel functions that transform Excel from a basic spreadsheet program into a dynamic and powerful analytics tool. Focus on what each Functions does, hands-on, contextual examples designed to showcase why these Functions are awesome and how they can be applied in several ways and how to troubleshoot formulas. Manipulating data using analysis tools, password settings and record actions using macros.

Objectives :

⇒ Mastering the use of some of Excel's most popular and highly sought-after functions (VLOOKUP, IF, AVERAGE, INDEX/MATCH and many more...)
⇒ Audit Excel Worksheet formulas to ensure clean formulas
⇒ Worksheets and Workbooks protection
⇒ Usefulness of the What-If Analysis
⇒ Automate your day-to-day Excel tasks by mastering the power of Macros

Requirements :

⇒ A working knowledge of creating/ formatting simple spreadsheets, basic formulas and functions
⇒ Excel Introduction course or equivalent knowledge or experience.

For Whom :

Those wishing to increase their knowledge of Excel to create more in-depth worksheets and improve the presentation of data.

1. Excel List Functions

1.1 Introduction to Excels Function: DSUM()

1.2 Excel DSUM Function Single Criteria Continued

1.3 Excel DSUM Function with OR Criteria

1.4 Excel DSUM Function with AND Criteria

1.5 Excel Function: DAVERAGE()

1.6 Excel Function: DCOUNT()

1.7 Excel Function: SUBTOTAL()

2. Working with Excel's Conditional Functions

2.1 Using Excel's IF() Function

2.2 Excel's IF() Function with a Name Range

2.3 Nesting Functions with Excel

2.4 Nesting Excels AND() Function within the IF() Function

2.5 Using Excel's COUNTIF() Function

2.6 Using Excel's SUMIF() Function

2.7 Using Excel's IFERROR() Function

3. Working with Excel's Lookup Functions

3.1 Microsoft Excel VLOOKUP() Function

3.2 Microsoft Excel HLOOKUP() Function

3.3 Microsoft Excel INDEX() Function

3.4 Microsoft Excel MATCH() Function

3.5 Microsoft Excel INDEX() and MATCH() Function Combined

3.6 Microsoft Excel INDEX() and MATCH() Function Combined Continued

3.7 Creating a Dynamic HLOOKUP() with the MATCH() Function

4. Auditing an Excel Worksheet

4.1 Tracing Precedents in Excel Formulas

4.2 Tracing Dependents in Excel Formulas

4.3 Working with the Watch Window

4.4 Showing Formulas

5. Protecting Excel Worksheets and Workbooks

5.1 Protecting Specific Cells in a Worksheet

5.2 Protecting the Structure of a Workbook

5.3 Adding a Workbook Password

6. Mastering Excel's "What If?" Tools

6.1 Working with Excel's Goal Seek Tool

6.2 Working with Excel's Solver Tool

6.3 Building Effective Data Tables in Excel

6.4 Creating Scenarios in Excel

7. Automating Repetitive Tasks in Excel with Macros

7.1 Understanding Excel Macros

7.2 Activating the Developer Tab in Excel

7.3 Creating a Macro with the Macro Recorder

7.4 Creating Buttons to Run Macros