

Useful Excel Formulas and Functions

— Designed for Excel 365, 2019, 2016, 2013, 2010 —



14 hours **ZOOM & PHYSICAL** Program

 **HYBRID TRAINING**

3 & 4 Nov 2026 (Tue & Wed)



zoom



Remote Online Training (**Zoom**) &
Dorsett Grand Subang Hotel,

Selangor (**Physical**)

**** Choose either Zoom OR Physical Session**

Introduction

A formula is an expression which calculates the value of a cell. Functions are predefined formulas and are already available in Excel.

Every function has the same structure. It's not easy to remember which function and which arguments to use for each task. Fortunately, the Insert Function feature in Excel helps you with this.

Who is this course for?

Our Microsoft Excel 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.

You may also wish to consider one of our finance for non financial managers courses.

Benefits

- At the end of this course you will have a greater understanding of building complex formulas using nested functions (such as IF statements).
- You will find quicker ways to customise formulas by taking advantage of the built-in functions available in Excel. Save time by learning more sophisticated search & auditing techniques when working with data-heavy spreadsheets.

COURSE CONTENT

Day 1: 9am - 5pm

1.0 Building complex formulas

- Using nested IF statements
- Creating compound logical tests using AND, OR, NOT functions with IF statements
- Nesting LOOKUP functions
- Source table structure information using CHOOSE function
- Using MATCH function to locate data
- The INDEX function for retrieving information by location
- Using a nested formula containing INDEX, MATCH and MATCH (two-way lookup)

2.0 Advanced functions in formulas

- Using COUNTIFS, SUMIFS & AVERAGEIFS for tabulating data based on single/multiple criteria
- Statistical functions; MEDIAN, MODE, RANK, LARGE, SMALL, ROUND, MOD
- AGGREGATE function to sum data in ranges with errors
- Use a variety of Financial functions such PMT, FV, IRR

Day 2: 9am - 5pm

3.0 Data & Text Functions

- Smarter ways to calculate date & time; TODAY
- NETWORKDAYS, WORKDAY, DATEDIF
- Use TYPE to identify data type of existing cell contents
- Text functions; UPPER, PROPER, FIND, MID, SEARCH, LEFT, RIGHT, LEN
- TRIM excess space in cells

4.0 Introduction to Array formulas

- Using embedded Excel Array formulas
- Create an Array formula

5.0 Auditing formulas

- Tracing formula precedents, dependents, and errors
- Correcting errors in formulas
- Combining IF with VLOOKUP to suppress error messages
- Using the IS information function
- Error checking functions; ISERR, ISERROR, IFERROR