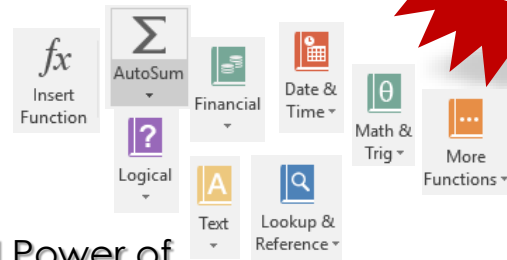


In just 2 days of in-depth, focused training, go beyond Excel basics and expand your knowledge of this powerful Program!

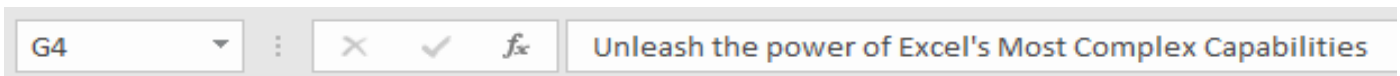
Mastering Microsoft Excel Trainings



Microsoft
Excel



Discover the Real Power of Formulas & Functions



Functions and Formulas are some of the advanced features of Excel that allow you to become more productive and increase your day-to-day efficiency. This training will expose you how Formulas and Functions are used to perform complex calculations and data analysis. You'll be amazed with the tips and tricks that save you the most time and effort. Enjoy learning Functions and Formulas!

You'll learn:

- ✓ Understanding Functions and Formula in MS Excel
- ✓ Use conditional formatting
- ✓ Understand the mathematical order of operations used by MS Excel
- ✓ Use the appropriate type of cell reference
- ✓ Use statistical functions and concatenation features
- ✓ Create 'nested' functions
- ✓ Use the Lookup functions

Who should attend?

Account Executives, Managers, Supervisors, Project Managers, Sales Executives, Directors, Business Owners and Individuals who want to improve the Microsoft Excel skills

About the Trainer...

Kelvin Ng is a Microsoft Certified Trainer (MCT) and Microsoft Office 2010 Master Specialist with 15 years of training experience. He is able to relate practical usage of Formulas and Excel Features in your daily work and save you a great deal of time.

Why you should train with us?



Quality Assured



Certified Instructor



Practical Example



Generate New Idea



Improve Productivity



Updated Resources



Telephone Support



SMS Support



Email Support

Contact us...

May Chung

Call us at **010-226 5291**

Quotation Request:

email to us at maychung@ensy.my or ensyservices@gmail.com.

Website :

Check out our website at www.ensy.my



ENSY TRAINING SERVICES PVT
Approved PSMB Training Provider

Mastering Microsoft Excel: Formulas & Functions

COURSE OUTLINE

Duration: 2 days

1: Formulas And Functions

- Getting Help with Functions
- Nested Functions
- Consolidating Data Using a 3-D Reference Sum Function

2: Date And Time Functions

- TODAY
- NOW
- DAY
- MONTH
- YEAR

3: Mathematical Functions

- ROUND
- ROUNDDOWN
- ROUNDUP
- SUMIF

4: Logical Functions

- IF
- AND
- OR

5: Statistical Functions

- COUNT
- COUNTA
- COUNTIF
- COUNTBLANK
- RANK

6: Text Functions

- LEFT
- RIGHT
- MID
- TRIM
- CONCATENATE

7: Financial Functions

- FV
- PV
- NPV
- RATE
- PMT

8: Lookup Functions

- VLOOKUP
- HLOOKUP

9: Database Functions

- DSUM
- DMIN
- DMAX
- DCOUNT
- DAVERAGE

10: Named Ranges

- Naming Cell Ranges
- Removing A Named Range
- Named Cell Ranges and Functions

11: Cell Formatting

- Applying Styles to A Range
- Conditional Formatting
- Custom Number Formats

12: Paste Special Options

- Using Paste Special to Add, Subtract, Multiply and Divide
- Using Paste Special 'Values'
- Using Paste Special Transpose Option