



Microsoft

Excel 2013

Power Functions



A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

A 2-day course filled with practical hands-on practice that is designed to equip users with features in Microsoft Excel 2013 that is not covered in a main stream Excel training class.

These advanced Excel functions will enable users to perform data searches and data analysis quickly and easily. Users will also be able to perform calculations using a variety of functions making many every day mundane and time consuming tasks a breeze. If you want to be empowered to obtain results faster in a much simpler way, enabling you to be more productive, this is the course for you.

This course will use practical examples to enhance learning and show you the relevance in using these formulas and functions in real-world scenarios.

This Course is For

Learners who have attended our Microsoft Excel 2013 Basic to Intermediate module or must be well versed in those topics covered in the module.

Public Sector: Division 1, 2 & 3
Private Sector: Applicable to All

Duration

2 Days (14 hours)

2018 Dates

Mar : 20-21
Jun : 18-19
Sep : 12-13
Dec : 06-07

Course Fee (after GST)

\$\$\$385.20

Check the website for up-to-date course details and pricing

Eligible for

✓ SkillsFuture Credit ✓ SDF Grant

SkillsFuture/SDF ID: **CRS-N-0033552**



Refreshment will be provided for morning and afternoon tea break.



Certificate of Attendance will be given subject to 90% attendance.



No Exam with more hands on on Improvised and up-to-date syllabus



Local native speaking Trainers with more than 20 years of experience

Register now:

E-mail/Fax with Registration form

Online Sign Up via our website here

Via HRMS-2 / ACE System*

Call Us 6423-1183

*For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our Course Code: **VTLOKEPF3** and Course Date. Be sure to inform them that the Training Provider is **Oaks Training**

Supported by:



SkillsConnect SDF Approved Course

Course Outline

IFS Functions

- Countifs
- Sumifs
- Averageifs

Information Functions

- Iferror
- Iserror
- Isblank
- Isnumber

Statistical Functions

- Median
- Large
- Small

Maths Functions

- Sumproduct
- Int
- Mod

Date Functions

- Day
- Days
- Month
- Year
- Weekday
- Weeknum
- Datevalue
- Networkdays.Intl
- Workday.Intl
- Edate
- Eomonth

Text Functions

- Text
- Value
- Trim
- Len
- Left
- Right
- Mid
- Find
- Search
- Replace
- Substitute

Lookup and Reference Functions

- VLookup
- HLookup
- Choose
- Match
- Index
- Offset

Course Track

