



Microsoft

Excel 2016

Power Functions



A Division of GIL Consultancy Pte Ltd
Building Foundations for Excellence

Businesses are constantly challenged with obtaining information and results quickly to more complex conditions. It is no longer merely getting simple totals and averages from a list of values but now based on a condition or multiple conditions. With demands that push for faster and more accurate data, data retrieval have become more challenging which requires the extraction of specific data from a string of data or from specific cell or cells that satisfies certain conditions.

Working with dates in Excel have become increasingly common in daily work such as determining the week of the week from a given date or number of working days between two given dates, or converting a text string into an Excel date format.

This 2-day course will help you achieve such challenges and demands in Microsoft Excel and more. Design and paced with lots of hands-on practices to ensure you understand and become familiar with the many helpful functions that will be covered.

This Course is For

Learners who have attended our Microsoft Excel 2016 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

Feb : 05-06 Aug : 30-31
May : 30-31 Oct : 11-12
Jun : 19-20

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-0043810**



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: **VTLOKEPF6** 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

- Handling Result Errors
- Checking for Blank Cells
- Checking for Numeric Values

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

