

**Course Code:** VTLOKEPF3

**Duration:** 2 Days (14 Hours)

## Course Brief

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.

## 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

# Microsoft Excel 2013 Power Functions

**SkillsConnect SDF** Approved Course

Eligible for: SkillsFuture Credit  
SDF Grant ▪ PIC Scheme



## 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

## Course Fee

S\$385.20 after GST

## Related Courses

- MExcel 2013 Advanced
- MS Excel 2013 Pivot Table Proficiency
- MS Excel 2013 Create Dynamic Charts and Form Controls

## Four Ways to Register

- 1) By e-mail/Fax  
Download Registration form
- 2) Online Sign Up via our website
- 3) By HRMS-2 / ACE System  
For government ministries on HRMS-2 or ACE portals inform your Training Coordinator of our **Course Code** and **Course Date**. Be sure to inform them that the Training Provider is **Oaks Training**
- 4) By Phone: Call 6423-1183

## Customisation/Request

We can:

- Customise this course
- Conduct In-house Training
- Conduct Evening/Saturday Classes



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## For Your Delight

- Refreshments are provided for morning and afternoon tea breaks.
- A Certificate of Attendance will be given subject to 90% attendance.