

Excel Function & Formula: How to Apply it in Practice?

**14 May 2025, Wednesday &
15 May 2025, Thursday**
9.00am - 5.00pm
Speaker: CHEW MEI SEEN

Virtual
Course code: IT140525W1
Closing date: 12 May 2025



**16 CPD
HOURS**

Course Objectives

The course aims to equip participants with advanced Excel Functions and Formula for effective data management and analysis. The course is packed by practical examples in a case study where participants can apply the knowledge and skill. By the end of the course, participants will be able to apply advanced functions and formulas with confidence.

Course outline

Module 1: Introduction

- Building A Powerful Spreadsheet
- Workbook and Worksheet Management
- Creating Formulas

Module 2: Cell Referencing in Formula

- Relative Cell Reference
- Absolute Cell Reference

Module 3: Name Management

- What Is Naming Cell / Range?
- Guidelines For Naming Names
- How To Create Name Cell Or Range Name?
- Naming Entire Column And Row
- Creating Multi-Sheets Names
- Creating A List Of Names
- The Scope Of A Name
- How To Use Names Intelligently?
- Things To Know When Applying Names
- Naming Constant

Module 4: Logical and IS Functions

- IF
- AND
- OR
- IS

Module 5: Lookup and Reference Functions

- VLookup
- Index
- Match
- Indirect
- Offset
- Choose
- Transpose
- Hyperlink Function

Module 6: Statistical Functions

- Count
- Counta
- CountIf
- CountBlank
- Large
- Small
- MAX
- MAXA
- MIN
- MinA
- Mode
- Rank
- Average
- AverageA
- Median

Minimum skill requirement

Participants with Intermediate or Advance knowledge on Microsoft Excel

Target Audience

This course is recommended to anyone who is keen to know more on advanced functions and formulas of Microsoft Excel. Familiarity with the basics of Microsoft Excel is a must

Module 7: Math & Trig Functions

- ABS
- Ceiling
- Floor
- Even
- Odd
- INT
- Product
- Round, Rounddown and Roundup
- Sign
- Subtotal
- SumProduct
- Trunc

Module 8: Text Functions

- Left
- Right
- Len
- Mid
- Concatenate
- Exact
- Find
- Search
- Lower
- Proper
- Upper
- Replace
- Substitute
- Trim Function

Module 9: Date and Time Functions

- Date
- Day
- Month
- Year
- Weekday
- Now and Today
- Datedit
- Time
- TimeValue
- Hour, Minute and Second
- Edate
- Eomonth
- Yearfrac

About the Trainer: CHEW MEI SEEN

Chew M.S. is a seasoned finance professional with a wealth of experience that spans over two decades in various capacities within the finance industry. Her journey has seen her at the helm of financial operations in both local businesses and Fortune 500 multinational companies, where she has played pivotal roles in steering these organizations towards fiscal prudence and growth.

As a Chartered Accountant, Chew M.S. possesses a deep-seated proficiency in financial matters, which she brings to life in her course, "Finance for Non-Finance Professionals." Her ability to demystify complex financial statements and impart the nuances of financial literacy is unparalleled. Chew M.S. equips her students with the acumen to interpret balance sheets, income statements, and cash flow statements with confidence, providing them with a solid foundation to make informed business decisions.

Through her expert guidance, Chew M.S. transforms the daunting world of finance into an accessible and engaging subject. She is not just teaching finance; she is instilling a financial mindset that enables professionals from all backgrounds to navigate the financial landscape with ease and insight.

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Category	Early Bird Fee per person (RM) (applicable for participant who register and pay before 30/4/2025)	Normal Fee per person (RM)	Group Fee per person (RM)* (For 3 or more registrations from the same organization)
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Retired MAICSA member	540	540	540
MAICSA Member's staff***	1200	1200	1200

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Tel: **03-2282 9276 ext 805**

Attention: Ms Nor Falati

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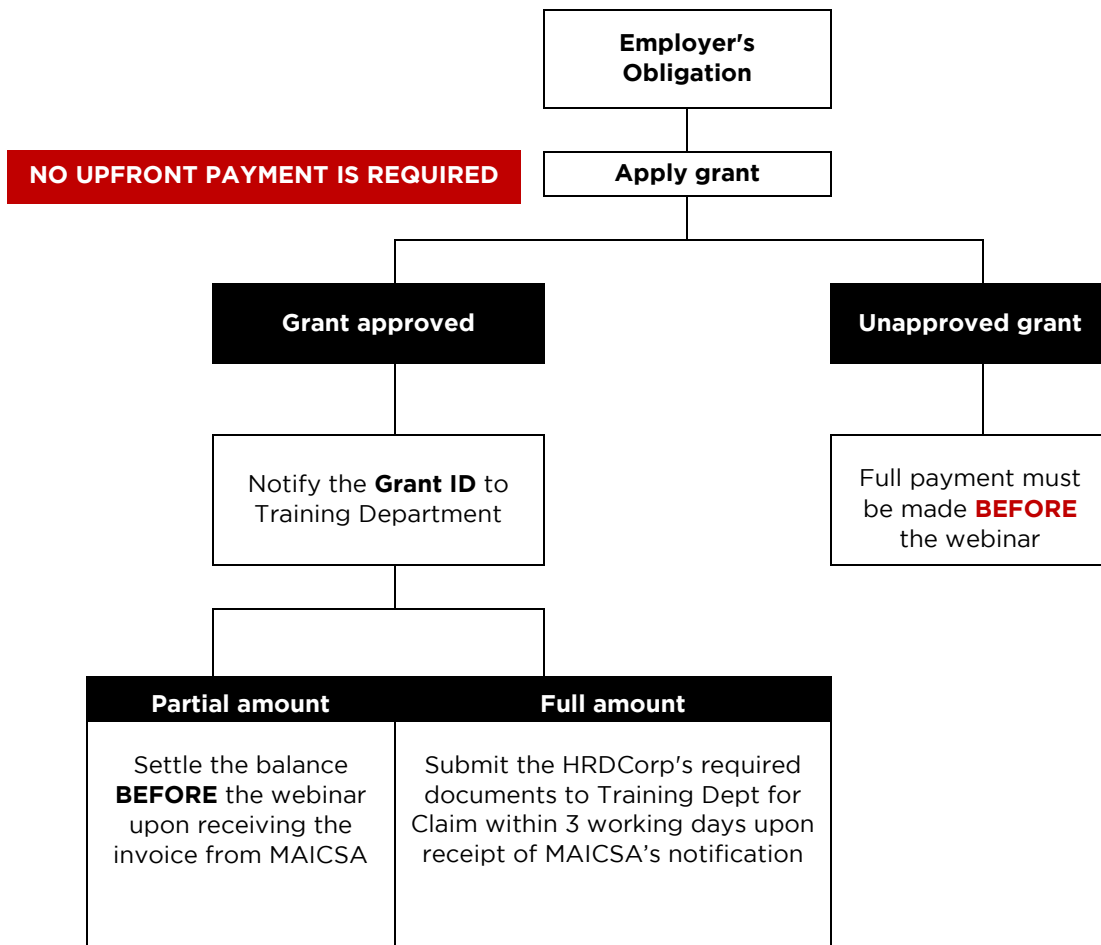
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