

MICROSOFT EXCEL USING EXCEL FUNCTIONS

“Mastering Excel Functions to Enhance Productivity and Data Analysis Capabilities”

Schedule

Date	Venue	Fees (Face-to-Face)
19 - 20 Jan 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate
04 - 05 Mar 2026	Kuala Lumpur, Malaysia	USD 1995 per delegate

Introduction

Microsoft Excel is the most powerful and widely used tool for data analysis, reporting, and visualization across industries. Mastering Excel functions is essential for professionals to handle complex datasets, automate repetitive tasks, and generate valuable insights.

This comprehensive training course provides in-depth coverage of Excel functions at both basic and advanced levels, enabling participants to efficiently solve problems, perform advanced calculations, and optimize their Excel workflows. Whether you are new to Excel or looking to upgrade your skills, this course offers practical applications for every level of user.

Objectives

By the end of this course, participants will be able to:

- Understand and use basic Excel functions (SUM, AVERAGE, COUNT, etc.)
- Apply logical and lookup functions (IF, VLOOKUP, INDEX-MATCH)
- Work with date, text, and financial functions
- Automate calculations and reports with nested functions
- Use data validation, conditional formatting, and error checking
- Build dynamic and interactive dashboards using advanced functions
- Leverage array formulas, pivot tables, and other advanced features.

Why Attend

- Learn to automate and streamline repetitive tasks with Excel functions
- Enhance your ability to analyze, manipulate, and visualize data
- Improve your reporting speed and accuracy through advanced functions
- Master lookup functions, conditional logic, and data validation for efficient data handling
- Gain practical experience with real-world Excel problems and solutions.

Target Audience

This program is designed for:

- Business analysts, data analysts, and financial analysts
- Managers and executives who need to make data-driven decisions
- Administrative professionals, project managers, and operations staff
- Anyone looking to improve their Excel proficiency for professional use

Individual Benefits

Key competencies that will be developed include:

- Mastery of Excel functions to streamline data analysis
- Strong understanding of Excel formulas and how to use them effectively
- Improved skills in creating dynamic, error-free reports
- Increased efficiency in data manipulation, presentation, and decision-making
- Confidence in using Excel as a tool for high-level data insights

Organizational Benefits

Upon completing the training course, participants will demonstrate:

- Faster and more accurate report generation
- Streamlined business processes through Excel automation
- Higher-quality data analysis with minimal errors
- Improved data-driven decision-making and insights
- Enhanced team productivity through advanced Excel skills

Instructional Methodology

The course follows a blended learning approach combining theory with practice:

- Strategy Briefings - Key Excel functions, problem-solving frameworks, and case study examples
- Hands-On Exercises - Excel worksheets and exercises focusing on real-life scenarios
- Case Studies - Industry-specific Excel use cases for financial, analytical, and project management purposes
- Workshops - Guided step-by-step workshops for applying advanced Excel functions
- Peer Exchange - Group discussions on Excel tips, tricks, and best practices
- Tools - Excel templates, formula guides, and dashboard samples

Course Outline

Detailed 2-Day Course Outline

Training Hours: 7:30 AM – 3:30 PM Daily Format: 3–4 Learning Modules | Coffee breaks: 09:30 & 11:15 | Lunch Buffet: 01:00 – 02:00

Day 1: Getting Started with Excel Functions

- **Module 1: Introduction to Excel Functions** (07:30 – 09:30)
 - Basic Excel functions: SUM, AVERAGE, COUNT
 - Working with simple formulas and arithmetic operations
 - Using absolute and relative cell references in functions
- **Module 2: Logical Functions - IF, AND, OR** (09:45 – 11:15)
 - Using IF statements for conditional calculations
 - Combining logical operators (AND, OR) with IF
 - Error handling with IFERROR
- **Module 3: Lookup Functions - VLOOKUP, HLOOKUP, INDEX, MATCH** (11:30 – 01:00)
 - Lookup basics: VLOOKUP and HLOOKUP functions
 - Combining INDEX and MATCH for more flexibility
 - Solving lookup problems with multiple criteria
- **Module 4: Workshop - Building Logical and Lookup Functions** (02:00 – 03:30)
 - Hands-on practice with logical and lookup functions in Excel worksheets

Day 2: Intermediate Excel Functions and Data Handling

- **Module 5: Date & Time Functions** (07:30 – 09:30)
 - Using functions like TODAY, NOW, DATEDIF, and NETWORKDAYS
 - Time formatting and calculating time differences
 - Converting text to date format
- **Module 6: Text Functions for Data Cleaning** (09:45 – 11:15)
 - TEXT, CONCATENATE, LEFT, RIGHT, MID functions
 - Handling and cleaning messy data
 - Using TEXTJOIN for multi-cell data combination
- **Module 7: Financial Functions** (11:30 – 01:00)
 - PMT, FV, NPV, IRR for financial analysis
 - Applying Excel for basic investment modeling
 - Cash flow and loan analysis
- **Module 8: Workshop - Date, Text, and Financial Function Application** (02:00 – 03:30)
 - Participants work through practical problems involving text, date, and financial functions
 - Applying learned functions in real-world scenarios
 - Instructor guidance and group discussion for complex problems

Certification

Participants will receive a **Certificate of Completion in Microsoft Excel Using Excel Functions**, recognizing their proficiency in using Excel functions for data analysis, reporting, and business problem-solving.

Why Choose MAWA Events

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<p>In-House / Customized Training</p> <p>Interested in running this course for your team?</p> <p>Please contact us:</p>	<p>TEL:</p> <p>+601116373203</p>	<p>EMAIL:</p> <p>info@mawaevents.net</p>
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