



MICROSOFT EXCEL POWERFUL FUNCTIONS

Course ID : MSE-FUNCTIONS



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Duration: 2 Days

(12 Hours) 09:00 AM – 04:00 PM



Price: Call

* In-house training only

* Eligible for 200% tax deduction



Training Schedule

www.9experttraining.com

Category: Business, Data

This course provides comprehensive training on the most essential and powerful functions in Microsoft Excel. Participants will learn how to streamline daily workflows, enhance calculation accuracy and efficiency, and achieve professional results by mastering advanced formulas and functions available in Microsoft 365. The curriculum features hands-on case studies and intensive workshops led by experienced instructors.

Objectives

1. Perform calculations and data retrieval using lookup and reference functions.
2. Apply data cleaning and transformation functions to prepare data for analysis.
3. Summarize and analyze datasets using advanced Excel functions.
4. Utilize date and text functions to support a wide range of analytical and reporting tasks.

Target Audience

1. Individuals who want to master a wide range of Excel formulas through real-world, practical examples.
2. Anyone who wants to apply practical Excel techniques in areas such as sales, marketing, accounting, human resources, inventory and purchasing, project management, and data preparation.

Prerequisites

1. Prior experience working with Microsoft Excel, including opening , saving, and managing workbooks.
2. Basic proficiency in using Windows operating systems and file management.

System Requirements

1. Windows 11 or Windows 10 operating system.
2. Microsoft Excel or Microsoft 365.

TOPICS TRAINING

 **DAY 1 - Morning Session** 9:00 AM – 12:00 PM

1. Data Cleaning, Transformation, and Text Functions

- Using TRIM, CLEAN, and LEN to remove extra spaces, clean text, and count characters
- Applying LEFT, MID, and RIGHT to extract specific portions of text
- Formatting text cases with UPPER, LOWER, and PROPER
- Combining and replacing text with TEXTJOIN and SUBSTITUTE

- Case Study: Preparing and standardizing text data for PivotTable analysis

2. Date and Time Functions

- Using EDATE and EOMONTH to calculate date intervals and month-end dates
- Applying NETWORKDAY.INTL and WORKDAY.INTL to calculate business days and working schedules
- Utilizing DATEDIF and DATEVALUE for measuring time duration and converting text to date values
- Formatting dates with the TEXT function
- Case Studies: Calculating employment duration, contract deadlines, project completion timelines, and month-end or workday schedules



DAY 1 - Afternoon Session

1:00 PM – 4:00 PM

3. Numeric and Rounding Functions

- Using CEILING.MATH and MROUND to perform precise rounding for numerical calculations
- Case Studies: Applying accounting -specific rounding and retail pricing techniques

4. Data Functions

- Using UNIQUE to extract distinct values from a dataset
- Applying SORT to arrange data in ascending or descending order
- Filtering data dynamically with FILTER
- Case Study: Creating automated dropdown lists from repeated country names using dynamic array formulas



5. Conditional Functions

- Using IF and IFS for conditional logic and multi-level decision-making
- Applying SWITCH for simplified conditional evaluations
- Combining AND and OR for complex logical testing
- Using TYPE to identify and validate data types
- Case Studies: Validating data types and automating inventory withdrawal processes from multiple warehouses

6. Lookup and Reference Functions

- Using VLOOKUP and XLOOKUP to retrieve data efficiently
- Applying MATCH and INDEX for flexible and dynamic lookups
- Using OFFSET to reference data ranges dynamically
- Techniques for optimizing lookup speed and efficiency in large datasets



7. Data Summarization Functions

- Using SUMIFS, COUNTIFS, AVERAGEIFS, MINIFS and MAXIFS to summarize and analyze data based on multiple conditions
- Applying SUMPRODUCT for advanced conditional calculations and weighted analysis
- Case Study: Creating a monthly sales summary report using conditional aggregation formulas

8. INDIRECT Function for Advanced Applications

- Using INDIRECT with names ranges and hyperlinks to create dynamic references
- Case Studies:
 - Automatically retrieving data from multiple worksheets (JAN to DEC)
 - Creating dynamic dropdown lists, linking to product user selections
 - Linking worksheets to external product catalogs for real-time data access

9. Formula Tools and Techniques

- Using Trace Precedents and Trace Dependents for formula visualization
- Performing error checking and formulas auditing
- Techniques for troubleshooting and optimizing complex formulas



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