

KOENIG SOLUTIONS • COURSE OUTLINE

Excel in A Day

Learn to build Excel formulas for mathematical, text, logical, date-time and lookup tasks.

5

MODULES

35

TOPICS

COURSE OVERVIEW

This course covers Excel functions across five areas. It begins with mathematical functions such as SUM, AVERAGE, AVERAGEIF, COUNTA, COUNTIF, MOD and ROUND, followed by textual functions including Trim, Left, Right, Mid, Upper, Lower, Proper and Concatenate. It then addresses logical formulas such as If, Nested If, AND/OR and IF Error, and date-time functions covering date differences, age calculation, weekdays and related calculations. The course concludes with lookup functions, including Vlookup, Hlookup, Index/Match and Xlookup.

WHO THIS COURSE IS FOR

Data Analysts

Administrative Staff

Finance Professionals

Office Executives

Report Preparers

LEARNING OBJECTIVES

- Apply mathematical functions such as SUM, AVERAGE and COUNTIF
- Manipulate text using functions such as Trim, Left and Concatenate
- Construct logical formulas using If, Nested If and AND/OR
- Handle errors in formulas using IF Error
- Calculate date and time values such as age and weekdays
- Compare lookup functions such as Vlookup, Hlookup and Xlookup
- Apply Index/Match for flexible data lookups

5 Modules, 35 Topics

01

Excel Mathematical Functions

TOPICS

SUM · AVERAGE · AVERAGEIF · COUNTA · COUNTIF · MOD · ROUND

02

Textual Functions

TOPICS

Trim · Left · Right · Mid · Upper · Lower · Proper · Concatenate (&)

03

Logical Formulas

TOPICS

If · Nested If · AND/OR · IF Error

04

Date Time Functions

TOPICS

- Date Diff
- Today's Date
- Date and Time Formats
- Calculate Age
- Time Difference
- Weekdays
- Days until Birthday
- Last Day of the Month
- Add or Subtract Time
- Quarter
- Day of the Year
- Days between Dates

05

Lookup

TOPICS

Vlookup · Hlookup · Index/Match · Xlookup

WHAT IS INCLUDED

Everything You Need to Succeed

- Koenig course material for every module
- Delivery by certified instructors and subject matter experts
- Hands-on exercises throughout the course
- Course completion certificate from Koenig

ABOUT KOENIG

Who We Are

Established in 1993, Koenig Solutions is a globally recognised training provider with 35+ technology partnerships, 5,000+ training programmes and a network of certified instructors and subject matter experts, supporting individuals and enterprise teams worldwide.

FLEXIBLE DELIVERY

Learn the Way That Suits You

Classroom Training

Live Online Classes (ILO)

Fly-Me-A-Trainer (FMAT)

Flexi (Self-Paced)

1-on-1 Training

Ready to Get Started?

Talk to a learning advisor about schedules, group training and customised delivery.

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