

Microsoft Excel Functions & Formulas



About us Who we are

The Centre for Continuing and Professional Education (CPE Centre) was established in 1999 to provide continuing professional education and lifelong learning opportunities for University's staff, students, alumni and the public. As part of TAR UMT's commitment to continuing education and lifelong learning, CPE Centre is entrusted with designing, developing and delivering various activities, workshops and programmes to meet the diverse learning needs of multiple parties.

About This Training

Users of Microsoft Excel are familiar with its common functions and formulas but many have yet to discover the far potential and application of these tools. In learning and maximising its specific and relevant functions, the common and tedious tasks can be simplified and made easy. Participants will discover how to avoid common pitfalls in using them, from learning the basic facts in using formulas to mastering the usage of more complex functions.



Date and Time

5 - 6 September 2023
Tuesday to Wednesday
9 AM to 5 PM



Training Venue

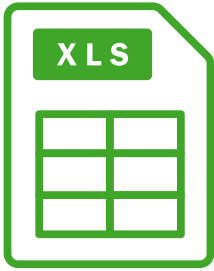
TAR UMT
Jalan Genting Kelang, Setapak
53300 Kuala Lumpur



Trainer

Ms Shivonne Louis

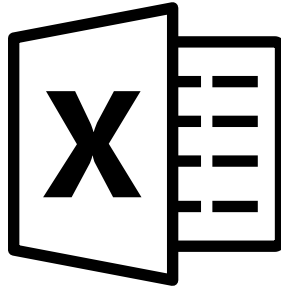
COURSE CONTENTS



CREATING FORMULAS

ARRAY FORMULAS

MATH AND TRIG CATEGORY



WORKING WITH NAMES

LOOKUP AND REFERENCE
CATEGORY

COUNTING AND SUMMING
CATEGORY



INFORMATION CATEGORY AND LOGICAL FUNCTION

DATES AND TIME CATEGORY

Introduce our Trainer

Ms Shivonne Louis

Ms Shivonne is qualified with a City and Guilds 746 & 747 Diploma in Computer Programming and has 15 years of training specializing in Microsoft Office and Lotus Applications as well as Lotus Notes End User programs. She completed the Microsoft Office 2000 User Specialist Examination (MOUS) in 2001. She has also completed the Microsoft Office XP (2002) Specialist (MOS) Exams.



Click/Scan
for enquiry



Contact Us



Centre for Continuing and
Professional Education

+603-4145 0170
+601110758530 (whatsapp)

training@tarc.edu.my
<https://www.tarc.edu.my/cpe/>

Microsoft Excel Functions & Formulas

Venue: TAR UMT, Jalan Genting Kelang, Setapak, 53300 Kuala Lumpur

Date: 5 -6 September 2023 (9.00 am - 5.00 pm)

REGISTRATION FORM



CENTRE FOR CONTINUING & PROFESSIONAL EDUCATION

Fees: Public RM 954.00 per participant (inclusive of 6% Service Tax) TAR UMT Student/Alumni RM 763.20 per participant (inclusive of 6% Service Tax)

The Manager
TARC Education Foundation (1033820M)
Tunku Abdul Rahman University of Management and Technology (TAR UMT)
TEL: 03-4145 0170

Email: training@tarc.edu.my

Dear Madam / Sir,

Please register the following participant(s) for the above programme: (To be completed in BLOCK LETTERS)

1	Name : <input type="text"/>	IC No. : <input type="text"/>	Nationality : <input type="text"/>
	Email: <input type="text"/>	Mobile No. : <input type="text"/>	Designation : <input type="text"/>
2	Name : <input type="text"/>	IC No. : <input type="text"/>	Nationality : <input type="text"/>
	Email: <input type="text"/>	Mobile No. : <input type="text"/>	Designation : <input type="text"/>

(If space is insufficient, please attach a separate list)

Disclaimer

Registration is on a first-come-first-served basis. All cancellations must be made in writing. Cancellation made 14 days or more in advance of the workshop date will receive full refund. Cancellations made thereafter will be subjected to a cancellation fee of 50% of the workshop fee. All fees are payable in the event of non-attendance of any registered participant(s) or the overall attendance falls below 75% of total workshop hours. Replacement(s) can be accepted at no additional cost if notified 24 hours prior to the commencement of the workshop. The Tunku Abdul Rahman University of Management and Technology reserves the right to change the speaker, reschedule or cancel the workshop and all efforts will be taken to inform participants of the changes.

We hereby confirmed that (please tick accordingly):

- We will be claiming under **HRD Corp Claimable Course** and full payment would be made to Tunku Abdul Rahman University of Management and Technology in the event that no disbursement from HRD Corp under any circumstances.
- We will **NOT BE CLAIMING** from HRD Corp. Payment will be made to account payee TAR UMT by cheque or bank transfer to Public Bank Account No. 3 1 8 1 5 6 4 1 1 3. Kindly submit your payment remittance to training@tarc.edu.my together with this registration form.

Submitted by

Name : <input type="text"/>	Designation : <input type="text"/>	Department: <input type="text"/>
Email : <input type="text"/>	Telephone No. : <input type="text"/>	Mobile No. : <input type="text"/>
Company Name: <input type="text"/>	Company Registration No. : <input type="text"/>	
Company Address : <input type="text"/> <input type="text"/> <input type="text"/>	Company Stamp & Signature : <input type="text"/>	Date : <input type="text"/>