

## USEFUL EXCEL FUNCTIONS

<b>Start Date:</b>	04/10/2026	<b>End Date:</b>	08/10/2026
<b>Categories:</b>	Digital Literacy	<b>Venues:</b>	Kuwait
<b>Formats:</b>	In Person	<b>Instructors:</b>	

### OVERVIEW

This hands-on course teaches Excel's most practical and widely used functions for data manipulation, logic, and lookup. Perfect for users seeking to improve their productivity, this course emphasizes real-life applications and function combinations.

### OBJECTIVES

By the end of this course, participants will be able to: – Use text, date, and logical functions to automate workflows. – Perform conditional calculations using IF, SUMIF, COUNTIF. – Extract and clean data using MID, LEFT, RIGHT, and TRIM. – Use lookup tools like VLOOKUP, HLOOKUP, and INDEX-MATCH. – Apply functions to solve common workplace tasks efficiently.

### COURSE OUTLINE

1- Text and Date Functions (TEXT, TODAY, DATE, CONCAT)  
2- Logical Functions (IF, AND, OR, IFERROR)  
3- Lookup and Reference Functions (VLOOKUP, HLOOKUP)  
4- Conditional Functions (SUMIF, COUNTIF, AVERAGEIF)  
5- Function Combination and Practical Challenges

### TARGET AUDIENCE

All Supervisory Levels, Professionals who use Excel regularly and want to leverage built-in functions to save time and reduce manual work.

### METHODOLOGY

Real-life datasets, guided labs, formula challenges, team activities, and take-home worksheets.

### CONCLUSION

Participants will walk away equipped to use core Excel functions that dramatically improve efficiency and data accuracy.

### DAILY AGENDA

## **Day 1: Essential Text and Date Functions**

Use Excel to clean, combine, and manage data formats using TEXT, CONCAT, and date tools.

## **Day 2: Logical Operations with IF**

Build flexible rules and conditional outputs with IF, AND, OR, and nested logic.

## **Day 3: Using Lookup Tools**

Retrieve values and match data sets using VLOOKUP and INDEX-MATCH.

## **Day 4: Conditional Aggregates**

Summarize and filter numerical data using COUNTIF, SUMIF, and AVERAGEIF.

## **Day 5: Hands-On Function Mastery**

Solve common Excel challenges using multiple functions and workbook hacks.

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*For more information, please contact us:*

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