

USEFUL EXCEL FUNCTIONS

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| Start Date: | 11/10/2026 | End Date: | 15/10/2026 |
| Categories: | Digital Literacy | Venues: | Kuwait |
| Formats: | In Person | Instructors: | |

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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