

Formulas and Functions with AI

18-19 November 2026 (Wed-Thurs), 9.00 am – 5.00 pm
Eastin Hotel Penang

Overview:

This 2-day practical programme on “Formulas and Functions with AI” equips participants with the skills to use spreadsheet formulas and functions more effectively with the support of AI. Participants will learn how to create, explain, troubleshoot and optimise formulas using AI, while applying functions for calculations, logical decisions, data cleaning, lookups and analysis.

Through hands-on exercises and real-world business scenarios, participants will develop greater confidence in combining traditional spreadsheet skills with AI to improve productivity, accuracy and data-driven decision-making.

Pre-requisites:

Before starting or enrolling for this program, there are some vital prerequisites to consider. One must have a basic understanding of Excel functions and formulas for a quick grasp. Also having access to the ChatGPT and Copilot is also vital to get the best out of this program. Other notable requirements include having a stable internet connection, and a device with access to at least 2016 Microsoft Excel. Nonetheless, your potential interest in learning about this topic and acquiring additional knowledge and skills make this course apt for your career development.

- (a) **Must bring along laptop (with at least MS Excel 2016 installed) and mobile phone/ tablet;**
- (b) Access to MS Excel, Copilot and ChatGPT;
- (c) Understanding of Excel functions and basic terminologies;
- (d) A stable internet connection

Who Should Attend:

Anyone with basic spreadsheet knowledge who wants to become more efficient by combining formulas, functions and AI.

HRD Corp Claimable Course*

Learning Outcomes:

Upon completion of this program, participants will be able to:

- (1) Understand the fundamentals of spreadsheet formulas and functions and apply them effectively;
- (2) Use AI to create, explain, troubleshoot and optimise formulas;
- (3) Apply commonly used functions for calculations, logical analysis, text manipulation, dates and lookups;
- (4) Use advanced functions such as XLOOKUP, SUMIFS, COUNTIFS, FILTER, SORT and UNIQUE;
- (5) Develop effective AI prompts to solve spreadsheet-related tasks;
- (6) Identify and correct formula errors with the assistance of AI;
- (7) Analyse business data using formulas and AI-powered insights;
- (8) Combine AI with spreadsheet functions to improve productivity, accuracy and reporting efficiency; and
- (9) Apply the skills learned to real-world workplace scenarios and business datasets.

Methodology:

The program adopts a practical, hands-on and AI-assisted learning approach to ensure participants can immediately apply the skills in their workplace.

**Closing date for registration:
02 November 2026**

PUBLIC PROGRAM

flexiEdge Training PLT
Suite 034, Ground Floor,
Kompleks Eureka, USM,
Jalan Sungai Dua,
11800 Gelugor, Penang.
Tel/ Fax: 604-656 7488

Program Outline	
Day 1: Formula Fundamentals & AI-Assisted Skills	
8.30 am	Registration Welcome to the program
9.00 am	Module 1: Introduction to AI for Spreadsheets Explore how AI can support spreadsheet users in creating formulas, analysing data, explaining results and improving productivity. Participants learn how to communicate spreadsheet requirements effectively to AI.
10.15 am	Morning coffee break
10.30 am	Module 2: Formula Fundamentals Understand the basic structure of formulas, mathematical operators, cell references, and relative, absolute and mixed references. Participants also learn how to identify and correct common formula errors. Module 3: Essential Functions Learn commonly used functions such as SUM, AVERAGE, MIN, MAX, COUNT, COUNTA and rounding functions. Participants apply these functions to everyday calculations and reporting tasks.
12.00 pm	Lunch
1.00 pm	Module 4: Logical Functions with AI Use IF, IFS, AND, OR, NOT and IFERROR to build decision-based formulas. AI is used to create, explain and improve logical formulas based on business requirements. Module 5: AI Prompting for Formulas Learn how to write effective prompts that provide AI with the necessary spreadsheet context. Participants practise converting plain-language requirements into accurate formulas.
3.15 pm	Afternoon coffee break
3.30 pm	Module 6: Text Functions Work with functions such as LEFT, RIGHT, MID, LEN, TRIM, TEXT, CONCAT and TEXTJOIN to clean, extract, combine and format text data. Module 7: Date & Time Functions Apply date and time functions to calculate durations, deadlines, ageing, months and years. Participants use AI to develop formulas for common date-related business scenarios.

Please note that this is a **Public program. According to HRD Corp Guidelines, for **Public** program, up until **maximum of nine (9) registered participants** per employer are allowable for training grant claim under HRD Corp Claimable Courses.*

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	Module 8: Hands-On Exercise Apply the day's learning to a practical business dataset. Participants use a combination of formulas, functions and AI to clean data and produce a simple report.
5.00pm	Program ends for Day 1

Day 2: Advanced Functions, Analysis & AI	
8.30 am	Registration
9.00 am	Module 1: Recap & Formula Challenge Review key concepts from Day 1 through practical challenges. Participants identify formula errors and select appropriate functions for different business requirements. Module 2: Lookup & Reference Functions Learn XLOOKUP, VLOOKUP, INDEX/MATCH and XMATCH to retrieve information efficiently from datasets. AI is used to build and troubleshoot lookup formulas.
10.15 am	Morning coffee break
10.30 am	Module 3: Conditional Functions Use COUNTIF, COUNTIFS, SUMIF, SUMIFS, AVERAGEIF and AVERAGEIFS to analyse data based on one or multiple conditions. Module 4: AI for Formula Troubleshooting Learn how to use AI as a spreadsheet “formula debugger” to identify errors, explain complex formulas, simplify formulas and suggest alternative solutions.
12.00 pm	Lunch
1.00 pm	Module 5: Dynamic & Advanced Functions Explore dynamic functions such as FILTER, SORT, UNIQUE and SEQUENCE. Participants learn how to create flexible formulas that automatically respond to changing data. Module 6: AI-Powered Data Analysis Use AI to analyse spreadsheet information, identify trends and anomalies, generate analytical formulas and translate business questions into data-driven insights.
3.15 pm	Afternoon coffee break
3.30 pm	Module 7: Capstone Project — AI + Formulas Complete an end-to-end business case combining formulas, functions and AI. Participants apply their skills to analyse data and create a practical management report.

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	Module 8: Review & Key Takeaways Consolidate the key skills learned throughout the programme. Participants review best practices for using AI with spreadsheets and learn how to verify AI-generated formulas before applying them.
4.50 pm	Program evaluation
5.00 pm	Program ends for Day 2

Course Leader			
Mr. Nasruddin Sultan has been extensively knowledgeable as an IT Trainer. He possesses expert-level information technology knowledge and consistently keeps current with newly changing technology. He also has excellent interpersonal and presentation abilities and knows how to impart highly technical information in a manner that is easy to understand for trainee. He has Master's degrees in Information Technology with strong writing skills and over 23 years of experience working as an IT full-time Trainer. <u>Highlights</u> ✓ Excellent presentation skills with great public speaking ability. ✓ Strong time management skills and is highly organized. ✓ Good verbal and written communication skills in English. ✓ Has excellent interpersonal skills. ✓ Expert technical abilities and strong IT skills. ✓ Sound knowledge of Information Technology. ✓ Good ability to teach technical information in layman's terms. ✓ Good training program development and design. ✓ Flexibility allows extensive travel to various corporate office locations around the Globe <u>Academic and Professional Certification</u> ✓ Master of Science In eBusiness (The University of Bolton, UK) majoring in Information & Communication Technology, minoring in e-Commerce & m-Commerce Technology ✓ Microsoft Certified Solution Associate ✓ HRDF Certified Trainer ✓ Oracle Certified Administrator ✓ Microsoft Certified Trainer ✓ RedHat Certified System Administrator ✓ RedHat Certified Engineer ✓ RedHat Certified Instructor Programs conducted by Nasruddin Sultan: <table border="1"> <tr> <td> Operating System Microsoft Windows Server (201x & 201x) Microsoft Windows 8 & 10 MS-Active Directory Sun Solaris 9 & 10, IBM AIX 5.1L & HP-UX RedHat System Administration 8.x RedHat Advanced Administration 8.x </td><td> Data Analysis Excel Dashboard Power BI Power Pivot & Power Query Pivot Table Management Tableau for Data Visualization Python for Data Analytics </td></tr> </table>		Operating System Microsoft Windows Server (201x & 201x) Microsoft Windows 8 & 10 MS-Active Directory Sun Solaris 9 & 10, IBM AIX 5.1L & HP-UX RedHat System Administration 8.x RedHat Advanced Administration 8.x	Data Analysis Excel Dashboard Power BI Power Pivot & Power Query Pivot Table Management Tableau for Data Visualization Python for Data Analytics
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RedHat Network Administration 8.x Windows Azure Mobile Development Android Mobile App Development Applications MS-Access / MS-PowerPoint MS-Word Photoshop Crystal Report Microsoft Project Microsoft Visio Excel Macro Excel VBA Messaging Systems Microsoft Exchange (201x) SendMail / Postfix Cloud System Windows Azure Google Cloud Office 365 Cloud Essentials Amazon Web Services	Database Systems Microsoft SQL Server 201x Oracle 11G & 12C MySQL T-SQL Querying SQL Database Programming/Development Visual Basic.Net ASP.Net C#. Net Java Perl, Python, Unix/Linux Shell Scripting PL/SQL (Oracle) Security Network & Cloud Security Security+ Cyber-Security (CYSA) Cyber Safe Virtualization Products VMWare ESXi 6.x RedHat Openstack Hardware PC troubleshooting CCNA (Routing & Switching) CompTIA+	
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Investment / Participation Fees

RM 1,728.00 (inclusive 8% SST) per participant

REGISTRATION FORM

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No.	Name of Participant(s)	NRIC No.	*Self-Sponsored? (please tick ✓)	Vegetarian? (please tick ✓)
1				
2				
3				
4				
5				
6				

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Registration Submitted By:		
Company Name:		
Company Address:		
Contact Person:	Designation:	
Tel:	Fax:	Email:
Registration Process & Payment Method: (1) Please note that this program is registered under HRD Corp Claimable Course (SBL-Khas) scheme. Participation fees will be deducted from employer's HRD Corp account and paid directly to flexiEdge Training PLT. (2) Employer/ Company to fill up and complete the registration form and email to Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at administrator@flexiedge.com.my (3) flexiEdge Training PLT will email the confirmation notification to Employer/Company. (4) Employer/Company must submit training grant application to HRD Corp and <u>OBTAIN TRAINING GRANT APPROVAL THE LATEST BY 11 NOVEMBER 2026</u> [in accordance with the HRD Corp's revised term for training grant submission and approval for public programs in 2026]. Once approved by HRD Corp, Employer/Company to email the approved training grant application number to flexiEdge Training PLT, to be included into the JD/14 form (Joint Declaration Form). (5) Employer/ Company and flexiEdge Training PLT to sign and stamp the JD/14 form and return to flexiEdge Training PLT for claim submission purpose. For Self-Sponsored Participants*: Enclosed herewith Cheque/ Bank Draft (No. _____) amounting to RM _____ for () participant(s), crossed and made payable to "flexiEdge Training PLT" <u>OR</u> Bank in / IBG transfer to our CIMB Bank A/C No.: 800 794 3431 and email us the bank in/ transaction slip/ payment advice. <u>*For self-sponsored participant(s), registration will only be confirmed if full payment is received before commencement of program.</u> Kindly send your completed registration form through email to Ms. Felicia Tham/ Mr. Quah Eng Siang at administrator@flexiedge.com.my For further enquiry, please contact Ms. Felicia Tham/ Mr. Quah Eng Siang of flexiEdge Training PLT at Tel: 04-656 7488/ 012-479 8377/ 013-588 3355		

Terms and Conditions

- Registration/ Participation fees are inclusive of hard copy program materials, refreshments, lunch and certificate of attendance.
- Program confirmation will be given through email before the program date.
- Cancellation / notice of withdrawal must be given in writing (email) to us before program confirmation, no fee shall be charged.
 - No cancellation is allowed once our program confirmation is emailed to you. However, **if registered participant is unable to attend, only replacement from the same company is allowed. Participant(s) who registered but does not turn up on training day(s) shall be fully billed. No refund if participant/ replacement does not turn up on the training day(s).**
- flexiEdge Training PLT has the right to change the dates, time, venue, course leader or cancel the scheduled training due to unforeseen circumstances beyond its control.

Visit us at www.flexiedge.com.my