MICROSOFT EXCEL 365 - ADVANCE LEVEL

ALL PARTICIPANTS ARE REQURIED TO BRING LAPTOP FOR PRACTICAL SESSION

INTRODUCTION

Dynamic Arrays in Excel 365 are the most significant advancement to Excel formulas in years. Unlike traditional formulas, Dynamic Arrays use Excel's new calculation engine to let you work with multiple values at once, making complex tasks faster and easier. The training is designed to introduce participants to one of the most powerful and innovative features of Excel: Dynamic Arrays.

WHO SHOULD ATTEND

- **Manager Staff, Supervisor**
- **For those who are interested to master dynamic arrays of Excel**
- **For those who are interested to improve formulas settings in report**

ADMINISTRATIVE DETAILS

Date	:	**January 15-16, 2026 (Thursday-Friday)**
Time	:	**2 Days (9:00 am – 5:00 pm)**
Venue	:	**FMM Institute, Johor Branch** **No. 1 & 3, Jalan Kencana Mas 1/1, Tebrau Business Park III, 81100 Johor Bahru, Johor**
Fees	:	**RM 1,215.00 (FMM Member)** **RM 1,350.00 (Non member)** The fee inclusive Service Tax at 8% (SST No: W10-1901-32000105)
Closing Date	:	**January 1, 2026 (Thursday)**
Training Provider	:	**FMM Institute Johor** **MYCOID: 475427W_JOHOR**

All cancellations must be made in writing. There will be no charge for cancellation received 7 or more working days before the start of the programme. Cancellation received 5 working days before the start of the programme is subjected to a cancellation fee of 50% of the course fees. Cancellation received 3 working days and below before the start of the programme is subjected to cancellation fee of 100% of the course fees. If the participant fails to attend the programme, the full course fees are payable. However, replacement can be accepted at no additional cost.

COURSE CONTENTS

INTRODUCTION:

This module gives you the foundation to understand how formulas "spill", how Excel has evolved from older versions, and how Dynamic Arrays make your spreadsheets smarter and more efficient.

- *What is Dynamic Arrays?*
- *Excel's Calculation Engine on Older Versions of Excel*
- *About Formulas Spill*
- *Excel Dynamic Array Characteristics*
- *About @ Prefix for Compatibility*
- *Impact on Excel Formulas*
- *Absolute & Mixed Cell Referencing*

DYNAMIC ARRAY FUNCTIONS (AI FUNCTIONS)

Learn how to use powerful new functions like FILTER, SORT, UNIQUE, SEQUENCE, and RANDARRAY. With hands-on examples, you'll see how these tools work individually and in combination to automate tasks and uncover insights instantly.

- *FILTER Function for Multi-Lookup*
- *SORT vs SORTBY Functions*
- *Dynamically Getting a Unique List of Values*
- *Usages of SEQUENCE Functions*
- *RANDARRAY Function*
- *Combination of UNIQUE, SORT & FILTER in Excel (Case Study)*

USING DYNAMIC ARRAYS IN LEGACY FORMULAS

Take your favorite formulas to the next level with Dynamic Arrays. From SUMIFS and VLOOKUP to XLOOKUP and TEXTJOIN, discover how legacy functions become faster, smarter, and more flexible with dynamic ranges.

- *Referencing Spilled Data Ranges*
- *SUMIFS with Excel Dynamic Arrays*
- *COUNTIFS with Excel Dynamic Arrays*
- *VLOOKUP Function with Excel Dynamic Arrays*
- *INDEX & MATCH Functions with Excel Dynamic Arrays*
- *XLOOKUP Function with Excel Dynamic Arrays*
- *XMATCH Function with Excel Dynamic Arrays*
- *IF Function with Excel Dynamic Arrays*
- *OR, AND Functions with Excel Dynamic Arrays*
- *TRANSPOSE & FREQUENCY with Excel Dynamic Arrays*
- *TEXTJOIN Functions*
- *LARGE & SMALL Functions with Excel Dynamic Arrays*
- *Performance Dynamic Arrays in Excel*

COURSE CONTENTS

DATA MANIPULATION USING DYNAMIC ARRAYS

Turn messy data into organized, interactive reports. This module shows you how to clean,sort, validate, and visulize data using Dynamic Arrays, while enhancing reports with charts and PivotTable-style summaries.

- *Excel Table*
- *Sorting*
- *Data Validation*
- *Dependent Drop-down Excel Data Validation*
- *Conditional Formatting*
- *Excel Charts*
- *Pivot Table-Style Reports*

ADVANCED APPLICATION USING DYNAMIC ARRAYS

See hoe far you can push Excel with creative, advanced techniques. From building a dynamic calendar to creating searchable dropdown lists, you'll learn how to design interactive solutions that feel almost like apps inside Excel.

- *Boolean Logic in Excel Formulas*
- *Use FILTER Function to exclude data*
- *FILTER Function for Multiple Criteria*
- *FILTER Function for Either Value*
- *SEQUENCE Function to generate Excel Calendar*
- *Hide used Items in Data Validation*
- *Searchable Drop-down List in Excel*
- *Comma versus Semicolon*
- *Named Array Constants*
- *MORE ADVANCED EXCEL DYNAMIC EXAMPLES etc*

FMM INSTITUTE
(C10626805080/ 199901000527/ 475427-W)
Centre for Professional Development

MICROSOFT EXCEL 365 - ADVANCE LEVEL

JANUARY 15 - 16 , 2026 | VENUE: FMM INSTITUTE, JOHOR BRANCH

FMM Institute (475427-W)
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Tel: 07-357 7613 / 14 / 15 / 16   Fax: 07-357 7618

Please tick accordingly:

Fees: ☐ **FMM Member: RM 1,215.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

☐ **Non Member: RM 1,350.00/pax**
(inclusive of 8% Service Tax (SST No: W10-1901-32000105))

Dear Sir/Madam,
Please register the following participant (s) for the above programme:
(To be completed in BLOCK LETTERS)

1.Name:	IC No:	Nationality:
Designation:	Email:	Mobile No.:
2.Name:	IC No:	Nationality:
Designation:	Email:	Mobile No.:

(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. There will be no charge for cancellation received 7 or more working days before the start of the webinar. **Cancellation received 5 working days** before the start of the webinar is **subject to a cancellation fee of 50%** of the webinar fees. **Cancellation received 3 working days and below** before the start of the webinar is **subject to a cancellation fee of 100%** of the webinar fees. **If the participant fails to attend the programme, the full webinar fees are payable.** However, replacement can be accepted at no additional cost. The FMM Institute reserves the right to change the speaker, reschedule or cancel the webinar 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 COURSES** and full payment would made to FMM Institute in the event that no disbursement from HRD Corp under any circumstances.

☐ I (self-sponsor) / We will **NOT BE CLAIMING under HRD CORP CLAIMABLE**. Payment will be made to the account payee **FMM Institute** by cheque or bank transfer to **Maybank Account No. 501280056601**.
Tin No. : C10626805080
BRO No. : 475427-W
SST No. : W10-1901-32000105

Submitted by:

Name: _____ Email: _____

Designation: _____ Tel No: _____ Moblie No: _____

Company: _____ Address: _____

Tin No. :
(Company Tax Number) Business Registration No. (New/Old) SST No (If Applicable):

Company Stamp & Signature: Date: _____