

16hrs - ICDL Perform Spreadsheet Functions (Excel Fundamentals)

Course Code: CRS-Q-0026928-ES

Course Duration: 2 days (15 hours of training, 1 hour of assessment),
9:00am – 6:00pm

Course Dates: Refer to <http://asktraining.com.sg/calendar>

Program Fundamentals

- Understanding the Excel Screen
- Giving Commands & Command Shortcuts
- Create, Open, Save & Close Workbook

Getting Started with Worksheets

- Types of Mouse Cursor
- Entering Labels and Values
- Selecting and Entering Data in Cell Range
- Entering Content Automatically

Editing a Worksheet

- Editing Cell Contents
- Copy and Moving Cells & Clipboard
- Checking Spelling
- Insert & Delete Cells, Rows & Columns
- Using Undo and Redo
- Finding and Replacing Content
- Adding Comments to Cells

Formulas and Functions

- Overview of Formulas and Cell References
- Entering Formulas
- Formulas with Multiple Operators
- Inserting and Editing a Function
- Using Logical Functions
- Displaying and Printing Formulas
- Understanding Formula Errors

Formatting a Worksheet

- Formatting Text & Values
- Adjusting Row Height and Column Width
- Working with Cell Alignment
- Adding Cell Borders & Background Colours
- Copying Formatting

Creating and Working with Charts

- Choosing and Selecting the Source Data
- Choosing the Right Chart & Elements
- Inserting, Moving and Resizing a Chart
- Editing, Adding, and Removing Chart Data
- Change Chart Data, Layout, Style & Labels
- Changing the Chart Gridlines
- Emphasizing Data
- Applying Different Chart Type
- Modifying Chart Background
- Formatting Chart Elements

Managing Workbooks

- Using Workbook Views
- Select, Switch, Insert, Delete, Rename, Move & Copy Worksheets
- Splitting and Freezing a Window
- Creating Headers and Footers
- Hide Rows, Columns, Worksheets & Windows
- Setting the Print Area
- Adjusting Page Margins and Orientation
- Adding Print Titles, Gridlines, Row & Column Headings
- Adjusting Paper Size & Print Scale
- Printing Worksheets and Workbooks

Working with Data Ranges

- Sort by One & Multiple Columns
- Filtering Data

Customizing Excel

- Customizing the Ribbon, Quick Access Toolbar and Excel's Default Options



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Course Fees & Schedule

Full Course Fee: \$420 + \$29.40 (gst) = \$449.40 (Inclusive of gst)

Company Sponsored

- Enhanced Absentee Payroll applicable. (Valid till 31 Dec 2020)
 - SME & Non-SME - \$10 x 16 hours = \$160
- WSS scheme trainees (Singaporean aged above 35 and earn less than \$2300)
 - Employers will be eligible for Absentee Payroll support at 95% of hourly basic salary (subject to WSS eligible criteria)

Self-Sponsored

- Skillsfuture Credit eligible for Singapore Citizens aged 25 and above.
- Singaporean aged 17 to 30 may use PSEA (Post-Secondary Education Account) for fee payment.
- You may use U-tap to defray 50% of the unfunded course fee, capped at \$250/year.
- Training Commitment Award (TCA) of \$100 for completing 2 WSQ courses.

Company Sponsored			Self-Sponsored	
SME	Non-SME		All Singapore Citizens and PRs aged ≥ 21 Years	Singapore Citizens Aged ≥ 40 Years (capped at \$25/hr or 90% of the course fee)
Singaporean & PR (90% of course fees, capped at \$25 per hour)	Singaporean & PR (80% of course fees, capped at \$17 per hour)	Singaporean aged ≥40 (capped at \$25/hr or 90% of the course fee)		
\$71.40	\$177.40	\$71.40	\$177.40	\$71.40

Trainees are entitled to the training grant when they meet 75% of the training attendance and pass the requisite assessment.



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