@ASK Training
Attitude | Skills | Knowledge

WSQ Microsoft Excel Advanced

Course Overview

The WSQ Microsoft Excel Advanced course is structured around a part-to-whole sequencing method, unfolding through six progressively linked learning units. It kicks off, Advanced Formulas and Functions, where participants dive into complex business statistical formulas and functions. This unit covers summarising and analysing both categorical and numerical data sets, including the use of nested conditions, and lookup, text, date, and time functions.

Next, learners will leverage Excel's built-in data analysis tools, Managing and Analysing Data Ranges, to discern trends and patterns. This focus on data analysis paves the way to next learning unit, Organising and Summarising Data, where common statistical software applications and techniques for data organisation and summary, including scenario reports and consolidation of data, are taught.

For the next learning unit, Working with PivotTables, it equips learners with the skills to create and customise PivotTables with slicers. Moving to the stage, Working with Web and External Data, learners apply their knowledge to query data from multiple sources, extracting relevant information for stakeholders using techniques from statistical software. On the last learning unit, Working with Macros, where participants learn to automate repetitive tasks and data management through macro recording.

This structured approach ensures that by the end of the course, participants are adept at utilising advanced statistical formulas and functions, summarising and analysing data, creating PivotTables, working with external data sources, and automating tasks with macros, equipping them with the comprehensive skills needed for effective data management and analysis.

Course Objectives

Upon completion of this course, participants should be able to:

- Use a series of business statistical formulas and functions for summarising and analysing categorical or numerical data sets, including utilising nested conditions, lookup, text, date, and time functions.
- Harness the skills needed to use Excel's built-in data analysis tools to analyse data sets and identify trends and patterns.
- Distinguish between Excel's built-in statistical functions and tools to conduct statistical analyses, taking into account the needs and objectives of stakeholders.
- Utilise PivotTable to understand and analyse the core data structures that include summarising datasets for the presentation of actionable business insights to stakeholders.
- Adopt relevant statistical software techniques to perform data queries across multiple sources to extract pertinent data for stakeholders.
- Apply macro recording functionality to aid automation of working with data sets and performing repetitive tasks.

Course Code: TGS-2024045082

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

Course Dates: https://asktraining.com.sg/course-schedule/

Course Outline

Advanced Formulas and Functions

- Formulas with Multiple Operators
- Inserting and Editing a Function
- AutoCalculate and Manual Calculation
- Cell and Range Names
- Displaying and Tracing Formulas
- Understanding Formula Errors
- Using Financial Functions (PMT)
- Using Logical Functions (IF, AND, OR, Nested IFs)
- Using Lookup Functions (VLOOKUP, HLOOKUP, MATCH & etc)
- Using Text Functions (CONCATENATE, UPPER, LEFT & etc)
- Using Date & Time Functions

Managing and Analysing Data Ranges

- Working with Scenarios & Creating a Scenario Summary Report
- Working with Data Tables
- Using Goal Seek & Solver
- Using Text to Columns
- Grouping and Outlining Data
- Using Subtotal
- Consolidating Data by Position or Category
- Consolidating Data Using Formulas
- Sharing a Workbook
- Track changes
- Compare and Merge Workbooks

Organising and Summarising Data

- Creating a Custom AutoFill List
- Applying Conditional Formatting
- Create & Manage Conditional Formatting Rules
- Sorting by a Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using Advanced Filter
- Using Data Validation

Working with PivotTables

- Create and Specifying PivotTable Data
- Changing a PivotTable's Calculation
- Using Multiple PivotTable Fields
- Filtering & Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Update & Format a PivotTable
- Create a PivotChart
- Using Slicers & Sharing Slicers Between PivotTables

Working with Web and External Data

- Inserting a Hyperlink
- Importing Data from a Text File and an Access Database
- Importing Data from the Web Working with Existing Data Connections

Working with Macros

- Recording a Macro
- Playing and Deleting a Macro
- Adding a Macro to the Quick Access Toolbar

Course Fees & Schedule

Full Course Fee: $450 + $40.50 (9% gst) = $490.50 (Inclusive of gst)

Company Sponsored

- Absentee Payroll applicable for both SMEs & Non-SMEs
  - For course commencement Jan 2022, absentee payroll funding is $4.50 per hour capped at $100,000 per enterprise per calendar year

- Nett course fee paid is 90%-claimable via SkillsFuture Enterprise Credit (SFEC) of $10,000. It is expiring on end June 2024.

Self-Sponsored

- Skillsfuture Credit is 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. NTUC members aged 40 and above can enjoy higher funding support up to $500/year for courses attended between 01 April 2022 to 31 March 2023. Sign up https://ntuc.co/ask-edm

Company Sponsored			Self-Sponsored	
SME	Non-SME		All Singapore Citizens and PRs aged ≥ 21 Years (50% of course fees)	Singapore Citizens Aged ≥ 40 Years (70% of course fees)
Singaporean & PR (70% of course fees)	Singaporean & PR (50% of course fees)	Singaporean aged ≥ 40 (70% of course fees)		
$135 + $40.50(gst) = $175.50	$225 + $40.50(gst) = $265.50	$135 + $40.50(gst) = $175.50	$225 + $40.50(gst) = $265.50	$135 + $40.50(gst) = $175.50

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