



**@ASK Training**  
Attitude | Skills | Knowledge

# Microsoft Excel Intermediate - Fast Track

**Course Code:**

ASKEIF

**Course Duration:**

1 day, 9:00am – 5:00pm

**Course Fee:**

\$200 (\$218 Inc. 9% GST) per participant  
No SDF grant

Any of the 2 fast track – 10% offer  
\$360 (\$392.40 Inc. 9% GST)

Any of the 3 fast track – 20% offer  
\$480 (\$523.20 Inc. 9% GST)

**Course Dates:**

<https://asktraining.com.sg/course-schedule/>



## Course Synopsis

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Do you often work with data at work or frequently extract data to create reports to update your leaders?

Microsoft Excel is a powerful spreadsheet program that allows you to make quick and accurate numerical calculations.

You will be more confident when you present formulated spreadsheets to highlight your key data narratives.

This 1-day workshop course is suitable for you if you are looking beyond using basic features of Excel. You will be explored with more features of Excel to increase your productivity while working with data.

You will learn the popular features such as conditional formatting, sorting, filtering and data validation. Besides that, you learn formulas like IF(), AND() and OR(), conditional and database formulas. Most importantly, you will learn to work with Charts confidently.

Since this is a fast track course, you only learn what you need to be proficient and efficient.

### Prerequisites

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To enrol in this course, you should possess the following:

- (≥ 16 years old); or
- 1 year working experience

# Course Outline

## Essential Excel Fundamental

- Customizing the Quick Access Toolbar
- Entering Content Automatically (AutoFill & Flash Fill)
- Using Paste Options and Paste Special Commands
- Applying Conditional Formatting
- Creating and Managing Conditional Formatting Rules

## Working with Functions and Formulas

- Overview of Formulas and Cell References (Absolute & Relative)
- Cell and Range Names
- Using and Managing Defined Names
- Understanding Formula Errors
- Using Logical Functions (Nested IF, AND, OR)
- Using Conditional Count, Sum and Average Functions (COUNTIF, SUMIF, AVERAGEIF)
- Using Database Functions (DSUM, DCOUNT, DAVERAGE)

## Managing Workbooks and Protections

- Splitting and Freezing a Window
- Working with Multiple Workbook Windows
- Protecting Workbooks
- Protecting a Workbook Structure
- Protecting Worksheets and Worksheet Elements

## Working with Data Ranges

- Creating Custom Number Format
- Sorting by One Column
- Sorting by Multiple Columns
- Sorting by Custom List
- Filtering Data
- Creating Custom AutoFilter
- Using Data Validation
- Using Subtotal

## Creating and Working with Charts

- Choosing and Selecting the Source Data
- Using Quick Analysis
- Choosing the Right Chart
- Inserting, Moving, Resizing and Deleting Chart
- Elements of a Chart
- Modifying and Changing Chart Data
- Filtering Chart
- Changing Chart Layout, Style and Colours
- Working with Chart Labels
- Changing Chart Gridlines
- Changing the Scale
- Emphasizing Data
- Changing Chart Type
- Using Sparklines

**Speak to a Course Consultant**

Call: **6484 6723**

WhatsApp: **9430 3852**

Email: **[information@asktraining.com.sg](mailto:information@asktraining.com.sg)**



### West Branch - HQ

8 Jurong Town Hall Road  
The JTC Summit, #27-01, S609434



### Central Branch

10 Anson Road  
International Plaza #06-11, S079903



### East Branch

229 Mountbatten Road  
Mountbatten Square #03-43, S398007