



WSQ Microsoft Excel Essentials

Course Overview

Being the most widely used spreadsheet tool, Microsoft Excel is an essential application for working with data - whether for data analytics, business, or research. Designed to impart you with essential working skills of Excel and how to use it managing data.

This course lays the foundation in applying business statistics, analytical and quantitative skills in Excel. Throughout this course, you'll gain valuable experience working with data sets and spreadsheets. You will learn how to use formulas and functions, create charts and graphs, and use conditional formatting to visually represent your data.

With strong focus on practice and applied learning in this course, you'll have the opportunity to manipulate data and gain hands-on experience using Excel. By the end of this course, you'll have a solid foundation in using Excel and will have the skills and knowledge needed to effectively use Excel.

Course Objectives

At the end of the course, you will be able to:

- Identify the various types of business statistics, including descriptive statistics in Excel workbooks.
- Create and edit imported data from external sources in Excel.
- Create formulas and functions to calculate business statistics.
- Edit worksheet data and cells.
- Format cells and worksheets in Excel, and utilise conditional formatting to emphasise
- Manage multiple worksheets and windows.
- Prepare and format worksheets for printing.
- Sort and filter data range.
- Create charts using existing data



Course Code: TGS-2023041089

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

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

Course Outline

Introduction to Business Statistics & Application Fundamentals

Getting Started with Worksheets

- Navigating a Worksheet
- Entering Labels & Values
- Editing Cell Contents
- Selecting Cells & Ranges
- Entering Content Automatically using AutoFill
- Importing Data

Editing a Worksheet

- Copying & Moving Cells
- Checking Spelling
- Insert Cells, Rows, & Columns
- Delete Cells, Rows, & Columns
- Hiding & Unhiding Rows & Columns
- Using Undo & Redo
- Finding & Replacing Content
- Cell Comments

Managing Worksheets

- Using Workbook Views
- Selecting & Switching Between Worksheets
- Inserting, Renaming & Deleting Worksheets
- Moving & Copying Worksheets
- Changing Worksheet Tab Colour
- Splitting & Freezing a Window
- Working with Multiple Workbook Windows
- Hiding & Unhiding Worksheets

Working with Data Ranges

- Sorting by One Column
- Sorting by Multiple Columns
- Filtering Data

Pre-requisites:

- Age: (\geq 16 years old); or
- At least 1 year of working experience

Introduction to Formulas & Functions

- Overview of Formulas & Cell References
- Entering Formulas
- Absolute & Relative References
- Formulas with Multiple Operators
- Using Essential Statistical Function
- Referencing External Data

Formatting a Worksheet

- Formatting Text & Values
- Adjusting Column Width & Row Height
- Working with Cell Alignment
- Adding Cell Borders & Background Colours
- Copying Formatting
- Working with Cell Styles & Document Themes
- Applying Conditional Formatting

Managing Page Setup & Printing

- Previewing & Printing a Worksheet
- Setting the Print Area
- Adjusting Page Margins & Orientation
- Adjusting Paper Size & Print Scale
- Adding Print Titles, Gridlines & Headings
- Creating Headers & Footers
- Printing a Selection, Multiple Worksheets & Workbooks

Introduction to Charts

- Choosing & Selecting the Source Data
- Choosing the Right Chart
- Inserting, Moving, Resizing & Deleting Charts
- Changing Chart Layouts & Styles
- Changing Chart Type
- Working with Chart Labels

Speak to a Course Consultant

Call: **6484 6723**

WhatsApp: **9430 3852**

Email: **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

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

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.

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