WSQ Microsoft Excel Intermediate

Course Overview

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 course is suitable for you if you are looking to explore more advanced features of Excel to increase your productivity while working with data.

WSQ Microsoft Excel Intermediate course will teach you how to manage data ranges, protections, create tables and charts, insert formulas and functions, trace errors, manage names, and how to sort and filter data. In addition, you will learn how to create VLOOKUP formulas, IF functions and simple Pivot Tables to report or summarize your data for more impactful reporting

Course Objectives

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

- Use Excel for statistical analysis by organising cell ranges, managing formula errors, applying conditional logic, and employing lookup functions for data search and matching.
- Manage large Excel data sets, including multiple worksheets and workbooks, and application of protection measures for the interpretation of the categorised data.
- Organise data in Excel by sorting, filtering, and separating the contents into multiple sets to effectively interpret the collected data for categorisation of meaningful identified data.
- Use features in Excel to create tables, including managing data sets and removing duplicate records.
- Optimise Excel functionalities for process improvement in business statistics by creating and formatting charts, including displaying data through histograms.

Pre-requisites:

- WPLN Level 4
- Attended our WSQ Microsoft Excel Essentials; OR
- Basic knowledge of Microsoft Excel skills and know how to work with Microsoft Excel function

Course Code: TGS-2024042612

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

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

Course Outline

Formulas & Functions

- Identify parts of data sets for categorisation of data
- Cell Referencing (Relative & Absolute)
- Use Excel to select and name data ranges for navigation and formulas
- Trace formula precedents & dependents
- Use Logical functions
  - Insert If to manage single condition
  - Insert IFERROR to manage errors in formulas
- Use conditional count, sum & average functions
  - Understand function syntax
  - Insert functions to perform conditional business aggregate calculations
- Use Database functions
  - Create criteria range & use comparison operators
  - Insert data functions to calculate aggregate values
- Use Lookup functions
  - Approximate and Exact match types
  - Use vertical & horizontal functions to search for a value in a data set

Managing Workbooks & Protection

- Split & freeze a window
- View Multiple worksheets or workbooks simultaneously
- Protect workbooks
- Protect workbook structure
- Protect worksheets & worksheet elements
- Splitting & Freezing a Window
- Working with Multiple Workbook Windows
- Hiding & Unhiding Worksheets

Working with Data Ranges

- Creating Custom AutoFill List
- Sorting by Colours or Icons
- Sorting by Custom List
- Filtering Data
- Creating Custom AutoFilter
- Using Advanced Filter

Working with Tables

- Create a Table
- Add & remove data
- Display total row & change summary calculation
- Sort & filter a table
- Remove duplicate rows of data
- Add interactive slicer
- Format the table
- Summarize a table with a PivotTable
- Convert table to a range

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

Working with Charts

- Filter chart
- Apply with chart labels
- Change the chart gridlines
- Change the scale
- Emphasize data
- Using chart templates
- Printing a Selection, Multiple Worksheets & Workbooks

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.