



Microsoft Excel

PREREQUISITES

- Minimum 18 years old
- Minimum of GCE O levels academic qualification or Workplace Literacy and Numeracy (WPLN) score: Level 5 for Reading, Speaking, Listening, Writing and Numeracy
- At least 1 year of working experience
- Basic knowledge with computer software like Microsoft Excel

DURATION

 **2 Days**

 **9 AM - 6 PM**

- 14.5 hours of training
- 1.5 hour of assessment

COURSE DATES

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

Course Code: **TGS-2022015157**

Microsoft Office Course: **WSQ Data Visualisation and Storytelling with Power BI**

Course Description

Power BI continues to rock the world of analytics. It offers numerous opportunities to all businesses and sectors to drive digital transformation for increased growth and profitability. The opportunity to quickly transform data from various sources into actionable insights lies in this powerful tool!

Whether you are a complete beginner or have used Power BI, this course will teach you how to create stunning and interactive dashboards in the form of storytelling.

You will be working with data from open-source websites, analysing trends that lie with that data, and creating visuals to communicate the results that are intuitive and interactive.

The two days workshop focuses on applied learning that helps you in mastering the art of using Power BI to design reports and charts that communicate data well to your key stakeholders.

Course Objectives

- ✓ Use the appropriate visualisation tools and techniques to interpret data and findings.
- ✓ Construct dashboards and scorecards for data display, including incorporating interactive graphics, visuals, and technical features into the data presentation.
- ✓ Select suitable visualisation types to exhibit data for different contexts.
- ✓ Communicate data in the form of storytelling.



Course Outline

Introduction to Data Visualisation and Power BI Basics

- You will learn the four steps in data interpretation and findings, including selecting the appropriate visualisation tools and techniques to display information and convey data and findings.

Creating Custom Visuals

- You will learn the types of visualisation in Power BI and apply interactive graphics, visuals, and technical features to the data presented.

Prepare and Transform Data in Power Query Editor

- You will learn to incorporate appropriate elements to create informative and dynamic data displays suitable for different contexts.

Storytelling with Data

- You will learn to communicate data in the form of storytelling.

The Data Model: Knowing the relationships and DAX

- You will learn to construct dashboards and scorecards for data display, including interpreting the different elements in the Power BI dashboard.



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Attitude | Skills | Knowledge



**SINGAPORE
WORKFORCE SKILLS
QUALIFICATIONS**

Course Fees & Subsidies

**Eligible for Singaporean Citizens, Permanent Residents, and Long-Term Visit Pass Plus Holders*




Full Course Fee: S\$959.20

(inclusive of 9% GST)


**Full Course Fee After Eligible SSG Subsidies:
From S\$343.20**

(inclusive of 9% GST) after 70% SSG Subsidies

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

 Self-Sponsored	Course Fee before Subsidy and GST	Eligible Funding	Nett Fees Payable incl. 9% GST
Singapore Citizens ≥ 40 years old	S\$959.20	70% SkillsFuture Funding	S\$343.20
Singapore Citizens, PRs or LTVP+ Holders ≥ 21 years old		50% SkillsFuture Funding	S\$519.20

SkillsFuture Credits can be used on top of existing subsidies

 Company-Sponsored	Course Fee before Subsidy and GST	Eligible Funding	Nett Fees Payable incl. 9% GST
Small-to-Medium Enterprise (SME) Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old	S\$959.20	70% SkillsFuture Funding	S\$343.20
Non-SME Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old		50% SkillsFuture Funding	S\$519.20
Non-SME Singaporean Citizens ≥ 40 years old		70% SkillsFuture Funding	S\$343.20

All prices are inclusive of 9% GST. | Absentee Payroll applicable for both SMEs & Non-SMEs

You may use U-tap to defray 50% of the unfunded course fee. NTUC members can enjoy the following course fee support – (i) Below 40 years old can receive up to \$250 per year, and (ii) 40 years old and above can receive up to \$500 per year. Head to our [UTAP Funding page](#) for more information.

Important Reminder: Your PSEA claim needs to be submitted **at least 1 month before** the course's commencement date. Should you miss this deadline, an alternative payment method must be used to secure your spot in the course. After the disbursement of your PSEA funds to us, we will reach out to initiate the refund process.