



# 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-2022016332**

## WSQ Data Visualisation and Storytelling with Tableau

### Course Description

The increased popularity of big data and data analysis projects has made visualisation more critical than ever! Data visualisation provides a quick and effective way to communicate information universally using visual information.

Learning Tableau could give one a leg up on getting jobs and advancing one's career in a data-driven business world. Whether in marketing, operations, strategic planning, product development, HR, or other aspects of business, data helps companies make smarter decisions.

The two days workshop focuses on applied learning that aims to enhance your ability to use Tableau in identifying which factors affect businesses and pinpoint areas that need to be improved or need more attention, including making data memorable with storytelling.

## Course Objectives

- ✓ Use different tools for data visualisation with Tableau.
- ✓ Identify various methods to portray data patterns, trends, and correlations, including optimally presenting the data and findings.
- ✓ Design and create features of data displays, including navigation, layout, user interface, and user experience of interactive graphics.
- ✓ Recognise dashboard development process and techniques, including developing dashboards and marks cards that incorporate advanced visualisation techniques and embed with analytics capabilities.
- ✓ Communicate data in the form of storytelling



# Course Outline

## Introduction and Fundamentals of Tableau

- You will learn to identify and distinguish new or emerging visualisation tools and techniques.

## Dashboards

- You will learn the dashboard development process and technique, including developing dashboards and marks cards that incorporate advanced visualisation techniques and embed with analytics capabilities.

## Date Management

- You will learn to identify a range of methods that can be used to portray data patterns, trends, and correlations, including analysing the presentation of data.

## Storytelling with Data

- You will learn to address critical questions from key stakeholders and communicate data through storytelling.

## Creating Custom Visuals

- You will learn strategic visualisation and mapping techniques, including designing and creating features of data displays.



**@ASK Training**  
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
<b>Small-to-Medium Enterprise (SME)</b> Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old	S\$959.20	70% SkillsFuture Funding	S\$343.20
<b>Non-SME</b> Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old		50% SkillsFuture Funding	S\$519.20
<b>Non-SME</b> 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.