



# Microsoft Excel

## PREREQUISITES

- WPLN Level 5
- Attended our WSQ Microsoft Excel Intermediate; OR
- Some knowledge of Microsoft Excel skills and know how to work with Microsoft Excel function

## DURATION

**2 Days**

**9 AM - 6 PM**

- 15 hours of training
- 1 hour of assessment

## COURSE DATES

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

Course Code: **TGS-2024045082**

## WSQ Microsoft Excel Advanced Course

### Course Description

The WSQ Microsoft Excel Advanced course follows a part-to-whole structure across six connected units. It begins with Advanced Formulas and Functions, focusing on complex statistical formulas and functions, including nested conditions and various lookup, text, and date tools. Learners then explore Managing and Analysing Data Ranges to identify trends, followed by Organising and Summarising Data, which covers scenario reports and data consolidation.

Next, Working with PivotTables teaches how to create and customise PivotTables using slicers. In Working with Web and External Data, participants learn to query and extract relevant data from various sources. The final unit, Working with Macros, introduces automating tasks through macro recording. By the end, learners will be well-equipped for advanced data analysis and management.

## Course Objectives

- ✓ Use a series of business statistical formulas and functions for summarising and analysing categorical or numerical data sets, including utilising nested conditions, lookup, text, date, and time functions.
- ✓ Harness the skills needed to use Excel's built-in data analysis tools to analyse data sets and identify trends and patterns.
- ✓ Distinguish between Excel's built-in statistical functions and tools to conduct statistical analyses, taking into account the needs and objectives of stakeholders.
- ✓ Utilise PivotTable to understand and analyse the core data structures that include summarising datasets for the presentation of actionable business insights to stakeholders.
- ✓ Adopt relevant statistical software techniques to perform data queries across multiple sources to extract pertinent data for stakeholders.
- ✓ Apply macro recording functionality to aid automation of working with data sets and performing repetitive tasks.



# Course Outline

## Advanced Formulas & Functions

- Formulas with Multiple Operators
- Inserting and Editing a Function
- AutoCalculate and Manual Calculation
- Cell and Range Names
- Displaying and Tracing Formulas
- Understanding Formula Errors
- Using Financial Functions (PMT)
- Using Logical Functions (IF, AND, OR, Nested IFs)
- Using Lookup Functions (VLOOKUP, HLOOKUP, MATCH & etc)
- Using Text Functions (CONCATENATE, UPPER, LEFT & etc)
- Using Date & Time Functions

## Managing and Analysing Data Ranges

- Working with Scenarios & Creating a Scenario Summary Report
- Working with Data Tables
- Using Goal Seek & Solver
- Using Text to Columns
- Grouping and Outlining Data
- Using Subtotal
- Consolidating Data by Position or Category
- Consolidating Data Using Formulas
- Sharing a Workbook
- Track changes
- Compare and Merge Workbooks

## Organising and Summarising Data

- Creating a Custom AutoFill List
- Applying Conditional Formatting
- Create & Manage Conditional Formatting Rules
- Sorting by a Custom List
- Filtering Data
- Creating a Custom AutoFilter
- Using Advanced Filter
- Using Data Validation

## Working with PivotTables

- Create and Specifying PivotTable Data
- Changing a PivotTable's Calculation
- Using Multiple PivotTable Fields
- Filtering & Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Update & Format a PivotTable
- Create a PivotChart
- Using Slicers & Sharing Slicers Between PivotTables

## Working with Web and External Data

- Inserting a Hyperlink
- Importing Data from a Text File and an Access Database
- Importing Data from the Web Working with Existing Data Connections

## Working with Macros

- Recording a Macro
- Playing and Deleting a Macro
- Adding a Macro to the Quick Access Toolbar



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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*



**Balance Fee  
SkillsFuture  
Credit, PSEA  
& UTAP  
Claimable**


**Full Course Fee: S\$490.50**

*(inclusive of 9% GST)*


**Full Course Fee After Eligible SSG Subsidies:  
From S\$175.50**

*(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\$490.50	70% SkillsFuture Funding	S\$175.50
Singapore Citizens, PRs or LTVP+ Holders ≥ 21 years old		50% SkillsFuture Funding	S\$265.50

**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\$490.50	70% SkillsFuture Funding	S\$175.50
<b>Non-SME</b> Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old		50% SkillsFuture Funding	S\$265.50
<b>Non-SME</b> Singaporean Citizens ≥ 40 years old		70% SkillsFuture Funding	S\$175.50

*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.