



Microsoft Excel

PREREQUISITES

- WPLN Level 4
- Minimum of GCE 'O' or equivalent; OR
- NITEC/Higher NITEC; OR
- Minimum computer literacy with 1 year working experience in any industry

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-2023041089**

WSQ Microsoft Excel Essentials Course

Course Description

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

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



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

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 Print 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



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**SINGAPORE
WORKFORCE SKILLS
QUALIFICATIONS**

Course Fees & Subsidies

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




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
Small-to-Medium Enterprise (SME) Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old	S\$490.50	70% SkillsFuture Funding	S\$175.50
Non-SME Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old		50% SkillsFuture Funding	S\$265.50
Non-SME 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.