@ASK Training
Attitude | Skills | Knowledge

WSQ
SINGAPORE
WORKFORCE SKILLS
QUALIFICATIONS

Microsoft Excel

PREREQUISITES

- 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

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-2024042612**

WSQ Microsoft Excel Intermediate Course

Course Description

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 summarise your data for more impactful reporting.

Course Objectives

✅ Use Excel for statistical analysis by organising cell ranges, managing formula errors, applying conditional logic, and employing lookup functions for data search and matching.

✅ 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.

✅ Manage large Excel data sets, including multiple worksheets and workbooks, and application of protection measures for the interpretation of the categorised data.

✅ Optimise Excel functionalities for process improvement in business statistics by creating and formatting charts, including displaying data through histograms.

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

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

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

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 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 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 & Subsidies

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

up to 70% SkillsFuture Funding*

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
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.