



PREREQUISITES

- WPLN Level 4
- Minimum of GCE 'O' or equivalent; OR
- NITEC/Higher NITEC
- Completed WSQ Microsoft Excel Intermediate or equivalent skills

DURATION

🕒 **16-hour training course including a 1-hour assessment**

- Written Examination: 20 minutes
- Practical Assessment: 40 minutes

COURSE DATES

<https://asktraining.com.sg/microsoft-office-courses/wsqa-microsoft-excel-advanced/#course-schedule>

Course Code: **TGS-2024045082**

WSQ Microsoft Excel Advanced Course

Course Description

This WSQ course equips experienced Excel users with advanced tools and analytical functions to manage complex datasets, perform business statistical analysis, and automate workflows. Aligned with the Skills Framework for Engineering Services (Technology Road Map – Data and Statistical Analytics), this course focuses on high-level spreadsheet techniques including nested formulas, regression analysis, PivotTables, scenario analysis, and macros.

Learners will deepen their understanding of Excel's powerful functions for data consolidation, trend analysis, and forecasting. Participants will apply advanced logical, lookup, and statistical functions; create sophisticated PivotTables and PivotCharts; import and manage data from external sources; and automate repetitive tasks using macros. Designed for professionals and analysts, this course supports decision-making through efficient data management and visual storytelling.

Through hands-on exercises, participants will gain confidence in streamlining data workflows and presenting findings clearly and accurately using Excel 365.

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

LU1 – Advanced Formulas and Functions

- Using Nested Logical Functions
- Using Conditional Summary Functions
- Analysing Data Set using Statistical Functions
- Performing Advanced Lookups
- Using Text Functions
- Using Date and Time Functions

LU2 – Managing and Analysing Data Ranges

- Using Flash Fill
- Using Data Validation
- Generating Descriptive Statistics
- Using Histogram Analysis Tool
- Performing Regression Analysis

LU3 – Organising and Summarising Data

- Working with Data Tables
- Working with Scenarios
- Creating a Scenario Summary Report
- Using Goal Seek
- Grouping and Outlining Data
- Using Subtotal
- Consolidating Data by Position or Category
- Consolidating Data Using Formulas
- Sharing Workbooks
- Tracking Changes

LU4 – Working with PivotTables

- Creating a PivotTable
- Specifying PivotTable Data
- Using Multiple PivotTable Fields
- Changing a PivotTable's Calculation
- Filtering and Sorting a PivotTable
- Working with PivotTable Layout
- Grouping PivotTable Items
- Updating a Pivot Table
- Formatting a PivotTable Creating a PivotChart
- Using Slicers
- Sharing Slicers Between PivotTables

LU5 – Working with Web and External Data

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

LU6 – 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*




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	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	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.