@ASK Training
Attitude | Skills | Knowledge

WSQ
SINGAPORE
WORKFORCE SKILLS
QUALIFICATIONS

PREREQUISITES

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

DURATION

🕐 **16-hour training course including a 2-hours assessment**

- Written Examination: 40 minutes
- Practical Assessment: 80 minutes

COURSE DATES

https://asktraining.com.sg/microsoft-office-courses/wsq-microsoft-excel-mastery/#course-schedule

Course Code: **TGS-2025054065**

WSQ Microsoft Excel Mastery Course

Course Description

This WSQ course empowers experienced Excel users with the skills needed to apply advanced statistical functions, data modelling, and array logic to perform big data analysis and business forecasting. Designed for professionals working with complex datasets, this course goes beyond conventional spreadsheet techniques by focusing on statistical theory, data distribution, regression analysis, and scenario-based reporting.

Learners will explore Excel's advanced tools including natural language queries, ANOVA, PivotTable data modelling, and dynamic array functions such as XMATCH, XLOOKUP, and AGGREGATE. Through a structured progression from foundational probability to advanced data summarisation techniques, participants will be equipped to interpret large datasets, derive meaningful insights, and make data-driven decisions efficiently.

This course supports applied learning through case-based scenarios, guided projects, and hands-on practice to build mastery in high-stakes data environments.

Course Objectives

☑ Distinguish essential probability computations, distributions, and hypothesis testing logic for statistical analysis.

☑ Analyse relationships and trends in data using advanced statistical functions such as quartiles, correlations, and value deviation.

☑ Apply statistical tools including ANOVA, moving averages, rank/percentile, and sampling to extract insights from large data sets.

☑ Create integrated PivotTable reports using data models, built-in and custom-calculated fields, and report drill-downs.

☑ Evaluate and use array and summary functions (e.g. SORT, UNIQUE, XLOOKUP, AGGREGATE) to optimise complex data layouts and summarise insights dynamically.

☑ Interpret statistical results to support strategic decisions and facilitate advanced analytics discussions in a business context.

Course Outline

LU1 – Probability and Statistics

Starting with the fundamentals of probability and statistics provides a solid foundation for understanding data analysis. It includes the basics of probability, how to calculate probability, and the concepts of probability distribution, which are crucial for analysing data variability and making predictions. This knowledge is essential for effectively utilising advanced statistical functions and tools in Learning Units 2 and 3.

LU2 – Advanced Statistical Functions

Building on the foundational knowledge, this unit focuses on using advanced statistical functions to identify value deviation, determine the degree of variation, compute quartiles, and analyse correlations between variables. Additionally, learners will learn to identify ranked high and low values, enhancing their ability to perform sophisticated data analysis in Excel.

LU3 – Advanced Statistical Tools

This unit provides practical learning to learners to perform natural language queries on data for intuitive analysis, conduct ANOVA (Analysis of Variance) to compare datasets, and calculate moving averages to identify trends. It also covers rank and percentile calculations to determine data positions and sampling techniques for accurate data representation.

LU4 – Managing PivotTable Reports

This unit dives deeper into leveraging PivotTables for robust data analysis and reporting. The learners will learn to create integrated reports using data models, generate multiple reports from a single dataset, and drill down into details for deeper insights. It also covers applying built-in analysis calculations and working with custom-calculated fields to tailor reports to specific needs.

LU5 – Array and Summary Functions

Leveraging the knowledge acquired from previous learning units, the learners will learn array functions and spill ranges, change data layouts using TRANSPOSE, and sort data dynamically with SORT and SORTBY. They will also learn to extract unique values with UNIQUE, perform data lookups using XMATCH and XLOOKUP, and compute summary values with AGGREGATE and SUMPRODUCT.

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$654
(inclusive of 9% GST)
Full Course Fee After Eligible SSG Subsidies:
From S$234
(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$654.00	**70%** SkillsFuture Funding	S$234.00
Singapore Citizens, PRs or LTVP+ Holders ≥ **21 years old**		**50%** SkillsFuture Funding	S$354.00

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$654.00	**70%** SkillsFuture Funding	S$234.00
Non-SME Singaporean Citizens, PRs or LTVP+ Holders ≥ 21 years old		**50%** SkillsFuture Funding	S$354.00
Non-SME Singaporean Citizens ≥ 40 years old		**70%** SkillsFuture Funding	S$234.00

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.