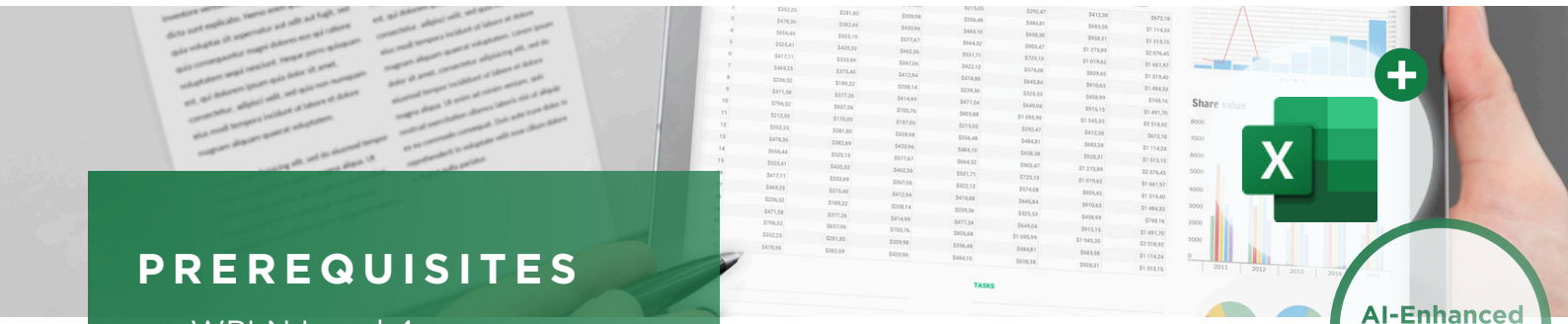
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Microsoft Excel Advanced Course

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-excel-courses/microsoft-excel-advanced-funded/#course-schedule

Course Code: **TGS-2026063533**

Course Description

This 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), it focuses on nested formulas, regression analysis, PivotTables, scenario analysis, and macros, with AI enablement throughout.

Learners will deepen their skills in data consolidation, trend analysis, and forecasting. Participants will apply advanced logical, lookup, and statistical functions; create PivotTables and PivotCharts; import and manage external data; and automate repetitive tasks with macros. With AI, they will generate nested logical and lookup formulas from natural language and use it as a logic-check assistant to simplify and optimise formulas. They will use AI outlier detection to choose suitable central tendency measures (e.g. MEDIAN vs AVERAGE), generate automated narrative insights from data ranges, and reason through scenarios to see which assumptions drive result changes. AI will also support executive-style summaries of key changes, variances, and totals; conversational PivotTable creation with AI-driven layout and filter suggestions; pivot insights and anomaly detection that explain trends, spikes, drops, and outliers; smart import guidance and data readiness assessment; and macro interpretation, documentation, and step improvement. Designed for professionals and analysts, the 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.

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Course **Objectives**

By the end of this course, learners should be able to:

- 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.

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Course Outline

LU1 – Advanced Formulas and Functions

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

LU2 – Managing and Analysing Data Ranges

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

LU3 – Organising and Summarising Data

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

LU4 – Working with PivotTables

- Creating PivotTables
- Specifying PivotTable Data
- Using Multiple PivotTable Fields
- Changing PivotTable Calculations
- Filtering and Sorting PivotTables
- Working with PivotTable Layouts
- Grouping PivotTable Items
- Updating PivotTables
- Formatting PivotTables
- Creating PivotCharts
- Using Slicers
- Sharing Slicers Between PivotTables

LU5 – Working with Web and External Data

- Inserting Hyperlinks
- Importing Data from Text Files and Databases
- Importing Data from the Web
- Working with Existing Data Connections

LU6 – Working with Macros

- Recording Macros
- Playing and Deleting Macros
- Adding Macros to the Quick Access Toolbar

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Course Outline

Excel Advanced - AI Enablement

- Build advanced nested, logical, and lookup formulas using natural-language instructions.
- Use AI as a logic-check assistant to validate, simplify, and optimise formulas.
- Recognise patterns, detect outliers, and choose appropriate analytical measures.
- Generate automated narrative insights from complex data ranges.
- Explore scenarios with AI support to identify key assumptions and high-impact drivers.
- Produce executive-style summaries highlighting changes, variances, and totals.
- Create and refine PivotTables conversationally with intelligent layout and filter suggestions.
- Detect trends, spikes, drops, and anomalies in PivotTable data.
- Assess external-data readiness and receive smart guidance for importing information.
- Interpret and document macros while identifying redundant steps and improvement opportunities.

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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 SWDA Subsidies: From S$175.50
(inclusive of 9% GST) after 70% SWDA 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
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
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