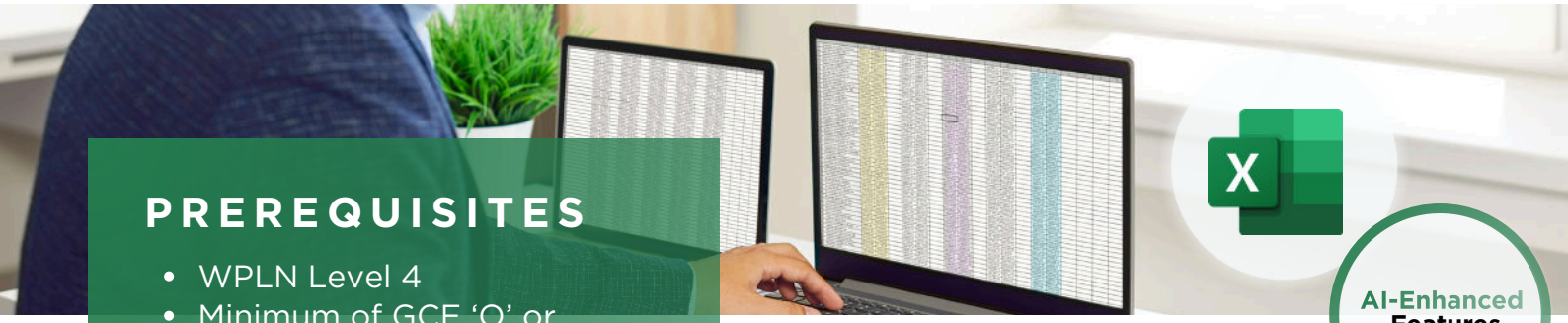
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Attitude | Skills | Knowledge

SINGAPORE WORKFORCE SKILLS QUALIFICATIONS



AI-Enhanced Features

WSQ Microsoft Excel Essentials Course

PREREQUISITES

- WPLN Level 4
- Minimum of GCE 'O' or equivalent; OR
- NITEC/Higher NITEC

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/wsq-microsoft-excel-essentials/#course-schedule

Course Code: **TGS-2023041089**

Course Description

This WSQ Microsoft Excel course equips learners with essential Microsoft Excel 365 skills to organise, analyse, and present data, efficiently for business or personal productivity with integrated AI enablement. Aligned to the Skills Framework under the Technology Road Map (Data and Statistical Analytics), the course introduces participants to Excel's core functions including data entry, cell formatting, formulas, and chart creation alongside with practical natural-language prompting.

Participants will learn how to create, format, and manage workbooks and worksheets; apply statistical functions including descriptive statistics; use data sorting and filtering tools; and visualise data through various chart types. Learners will also explore key features for page setup and printing, such as print preview, how to set print area, and basic data importation from external sources. The course covers hands-on practical exercises with essential worksheet tools— Find & Replace, Spell Check, Text Formatting, and the Format Painter for copying formats—to streamline everyday tasks.

Finally, we cover Conditional Formatting which automatically highlights key insights across your datasets. Alongside these core skills, participants will practise prompting to explain concepts and formulas, generate sample business datasets, guide data cleanup, suggest formatting and filtering approaches, and support chart creation and insight summaries.

AI-assisted guidance will also support workbook organisation, data import, and troubleshooting of common spreadsheet and printing issues.

The course is designed for adult learners with minimal or no prior experience in Excel or Excel formula training, helping them gain confidence in executing spreadsheet-based tasks.

Through guided exercises, demonstrations, and practical assessments, learners will apply their core Excel skills and AI-assisted approaches to real-world contexts, enabling them to produce clean, functional, and insightful Excel workbooks. Emphasis is placed on checking AI-generated outputs against the underlying data and intended task. By the end of the course, participants will be able to use Excel 365 effectively for data tracking, reporting, and presentation purposes.

Course **Objectives**

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

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

Learning Units

LU1 – Introduction to Business Statistics & Application Fundamentals

- Types of Business Statistics
- Descriptive Statistics
- Excel Interface
- Giving Commands
- Using Command Shortcuts
- Creating a New Workbook
- Opening a Workbook
- Saving a Workbook
- Closing a Workbook
- Using Help
- Exiting Excel

LU2 – Getting Started with Worksheets

- Navigating a Worksheet
- Entering Labels and Values
- Editing Cell Contents
- Selecting Cells and Ranges
- Entering Data in a Selected Range
- Entering Content Automatically
- Importing Data from a Text File and an Access Database
- Importing Data from the Web

LU3 – Introduction to Formulas and Functions

- Overview of Formulas and Cell References
- Entering Formulas
- Absolute and Relative References
- Formulas with Multiple Operators
- Using Essential Statistical Functions
- Referencing External Data

LU4 – Editing a Worksheet

- Copying and Moving Cells
- Controlling How Cells Are Pasted
- Checking Spelling
- Insert Cells, Rows, and Columns
- Delete Cells, Rows, and Columns
- Using Undo and Redo
- Finding and Replacing Content
- Notes

LU5 – Formatting a Worksheet

- Formatting Text
- Formatting Values
- Adjusting Column Width and Row Height
- Working with Cell Alignment
- Adding Cell Borders and Background Colours
- Copying Formatting
- Applying and Removing Cell Styles
- Using Document Themes
- Applying Conditional Formatting

LU6 – Managing Workbooks

- Using Workbook Views
- Selecting and Switching Between Worksheets
- Inserting, Renaming and Deleting Worksheets
- Moving and Copying Worksheets
- Changing Worksheet Tab Colour
- Splitting and Freezing a Window
- Working with Multiple Workbook Windows
- Hiding and Unhiding Rows, Columns and Worksheets

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Learning Units

LU7 – Managing Page Setup and Printing

- Previewing and Printing a Worksheet
- Setting the Print Area
- Adjusting Page Margins and Orientation
- Adjusting Paper Size and Print Scale
- Adding Print Titles, Gridlines and Headings
- Creating Headers and Footers
- Printing a Selection, Multiple Worksheets and Workbooks

LU8 – Working with Data Ranges

- Sorting by One Column
- Sorting by Multiple Columns
- Filtering Data

LU9 – Introduction to Charts

- Choosing and Selecting the Source Data
- Choosing the Right Chart
- Inserting, Moving, Resizing and Deleting Charts
- Changing Chart Layout and Styles
- Changing Chart Type
- Working with Chart Labels

Excel Essentials — AI Enablement

- Use natural-language prompts to create workbooks, enter data, and navigate Excel.
- Generate realistic sample business datasets for hands-on practice.
- Receive AI-guided support for data entry, cleanup, and importing information.
- Turn plain-English requests into formulas and understand formulas in simple terms.
- Apply professional formatting and conditional formatting through prompts.
- Get intelligent guidance on workbook views, page setup, and print-ready layouts.
- Sort and filter data based on real business questions and stakeholder needs.
- Create suitable charts from plain-English requests and generate instant insights.

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SINGAPORE WORKFORCE SKILLS QUALIFICATIONS

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 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.