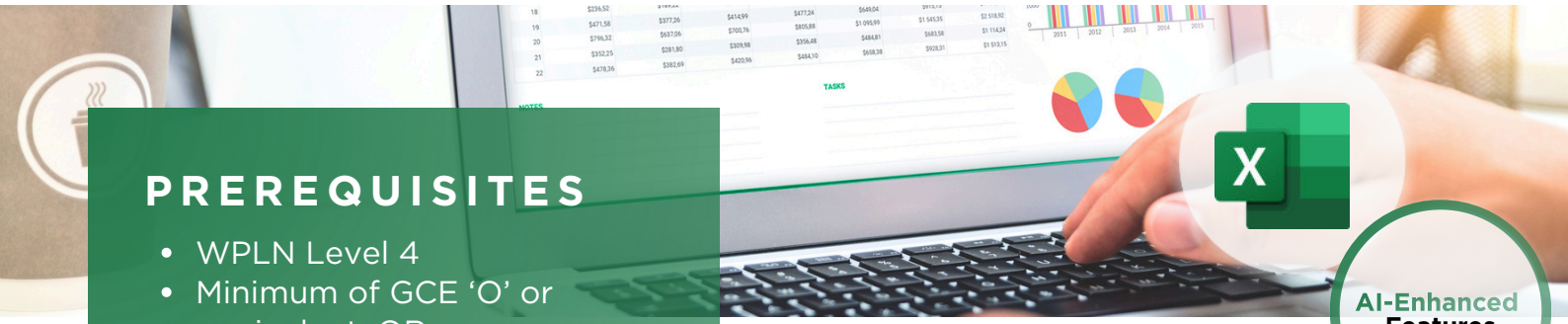
@ASK Training
Attitude | Skills | Knowledge

SINGAPORE WORKFORCE SKILLS QUALIFICATIONS



AI-Enhanced Features

WSQ Microsoft Excel Intermediate Course

PREREQUISITES

- WPLN Level 4
- Minimum of GCE 'O' or equivalent; OR
- NITEC/Higher NITEC
- Completed WSQ Microsoft Excel Essentials or equivalent basic Excel 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/wsq-microsoft-excel-intermediate/#course-schedule

Course Code: **TGS-2024042612**

Designed for learners with basic Excel skills, this course equips participants to streamline workflows, create professional reports, and support process improvement decisions. Using AI, they will also ask for the most suitable chart type for their data and business question, generate charts from natural language, and produce AI-assisted insights.

Course Description

This WSQ-certified intermediate Excel course builds on foundational skills to develop advanced spreadsheet capabilities for data analysis, formatting, and presentation. Aligned to the Skills Framework under the Technology Road Map (Data and Statistical Analytics), it covers advanced formulas, lookup functions, workbook protection, table formatting, and chart manipulation, with AI enablement throughout.

Participants will learn to manage datasets with table, summarise and visualise data, while using AI to generate formula suggestions from natural language prompts and to diagnose and explain formula errors.

Participants will manage complex data using logical and statistical functions, protect workbooks and worksheets, filter and sort large data sets, and visualise trends through dynamic charts. They will remove duplicates to clean datasets quickly and summarise a table with a PivotTable for accurate reporting. With AI, they will receive protection recommendations for data entry versus reporting use cases, identify data quality issues such as inconsistent text, duplicates and blanks, obtain step-by-step Advanced Filter guidance in natural language, and summarise tables to surface trends, outliers and totals. The course also covers advanced filtering and data validation.

Course **Objectives**

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

- 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.

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Course Outline

LU1 – Formulas and Functions

- Cell and Range Names
- Displaying and Tracing Formulas
- Understanding Formula Errors
- Using Logical Functions
- Using Conditional Count, Sum and Average Functions
- Using Lookup Functions
- Using Database Functions

LU2 – Managing Workbooks and Protection

- Splitting and Freezing a Window
- Working with Multiple Workbook Windows
- Protecting Workbooks
- Protecting Workbook Structure
- Protecting Worksheets and Worksheet Elements

LU3 – 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
- Using Text to Columns

LU4 – Working with Tables

- Creating a Table
- Adding and Removing Data
- Working with the Total Row
- Sorting a Table
- Filtering a Table
- Removing Duplicate Rows of Data
- Slicers
- Formatting the Table
- Summarizing a Table with a PivotTable
- Converting to a Range

LU5 – Working with Charts

- Using Quick Analysis
- Elements of a Chart
- Filtering Chart
- Working with Chart Labels
- Changing the Chart Gridlines
- Changing the Scale.
- Emphasizing Data
- Using Chart Templates
- Using Sparklines
- Creating Histogram

Excel Intermediate — AI Enablement

- Generate formula suggestions from natural-language prompts.
- Diagnose formula errors with AI explanations and recommended fixes.
- Review workbook protection settings for data-entry, reporting, and collaboration scenarios.
- Identify data-quality issues such as duplicates, blanks, and inconsistent text.
- Receive step-by-step guidance for advanced filtering and data preparation.
- Summarise Excel tables to reveal trends, totals, and outliers.
- Select the most suitable chart for each dataset and business question.
- Create charts with natural language and ask AI to explain the story behind the data.

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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.