

COURSE DURATION

17 hours

COURSE SYNOPSIS

This module sets out indispensable knowledge relating to understanding the concept of using a spreadsheet application and skills relating to using the application to effectively compile, format and analyse data and to generate meaningful reports. Learners will also acquire the necessary skills in using the spreadsheet application efficiently so as to enhance their productivity at the workplace.

COURSE OBJECTIVES

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

- Use fundamental features of a spreadsheet application
- Gather and edit data
- Manage rows and columns in a worksheet
- Manage worksheets in a workbook
- Create formulas and functions
- Format data and cells
- Create and format standard charts
- Select spreadsheet settings
- Preview a spreadsheet and select print options

TARGET AUDIENCE (OPERATIONAL, SUPERVISORY & MANAGERIAL)

This training is relevant to all staff tasked with collating, managing and analysing data of the organisations to determine current performance and then develop recommendations for improvement to senior management

ASSUMED SKILLS

- Learners must be able to read, write, speak and listen to English at secondary school level
- Learners to have minimum GCE 'O' level or ITE certificate education
- Learner should have at least 1 year's working experience in any industry
- Learners must have basic computer skills, i.e. be able to operate a personal computer, use keyboard and mouse

TRAINING METHODOLOGIES

Lectures, demonstration and hands-on activities designed to provide practical experiences with skills being taught.

COURSE CONTENT

Learning Unit 1 Getting started with a spreadsheet application

- Using the application
- Working with workbooks
- Basic spreadsheet concepts
- Using functionalities of the application

Learning Unit 2 Manage data in a spreadsheet

- Good practices in managing data
- Enter & edit data
- Moving within a worksheet
- Cell selection techniques
- Copy, cut & paste
- Find & replace
- Sort & filter

Learning Unit 3 Manage Worksheets

- Insert, delete & format rows & columns
- Insert, delete, rename, move & copy worksheets

Learning Unit 4 Perform calculations

- Arithmetic formulas
- Excel functions
- Cell referencing

Learning Unit 5 Perform formatting of data

- Format data
- Format cells

Learning Unit 6 Create charts

- Create standard charts
- Format charts

Learning Unit 7 Set up worksheets and select print options

- Adjust page options
- Header & footer
- Adjust sheet display options
- Preview worksheet
- Select printing options