ICDL - Perform Advanced Spreadsheet Functions (Microsoft Excel) Advanced Level 3 Days

Description

ICDL Advanced Spreadsheets is a high-level certification programme which presents learners with the opportunity to bring their spreadsheet skills to an expert level. This allows them to use the full potential of the spreadsheet application to produce higher quality management information. Individuals with ICDL Advanced Spreadsheets certified skills can:

- Produce higher quality information
- Pinpoint key information quicker and more easily
- Provide more sharply-defined analysis
- Produce more sophisticated reports
- Use advanced editing, data handling, functions and analysis features
- Use macros within the spreadsheets application

Who is this Course For?

Prospective learners should ideally have the ICDL certification and/or previous experience using computers and common software applications. Typically, these would be individuals who use a wide range of advanced functionalities within a spreadsheet application in a personal or professional context. Spreadsheet applications enable learners to manipulate and produce precise information and conduct crucial data analysis. The ICDL Advanced Spreadsheets certification has been specifically designed to provide learners with the skills to exploit the full potential of the spreadsheet application.

Course Objectives

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

- Produce higher quality information

- Pinpoint key information quicker and more easily

- Provide more sharply-defined analysis

- Produce more sophisticated reports

- Use advanced editing, data handling, functions and analysis features

- Use macros within the spreadsheets application

Course Duration
24 Hours

Mode of Training
Classroom

Full Fee
$600
(Subject to 9% GST)
Nett Fee
$654
(After GST)
Subsidies available: UTAP

Visit our Website

Address: 150 Orchard Road, #06-14, Orchard Plaza 238841
Whatsapp: 8767 0614
Mailbox: enquiry@jci.edu.sg

6737 5761

Course Content

Overview of Module
1. Considerations in designing spreadsheets
2. Formatting
· Table AutoFormat
· Conditional formatting
· Apply data formats
· Using multiple worksheets
· Insert, move and remove split
· Hide and show rows, columns,
· Function syntax and categories
· Logical functions
· Nested functions
· Nested functions
· Mathematical functions
· Statistical functions
· Date and Time functions
· Financial functions
· Text functions
· Lookup and Reference functions
· Database functions
· Creating Three-D worksheets
· Paste Special options.

3. Functions and formula
· Using cell references in formula

4. Charts
· Using Custom Charts
· Formatting charts

5. Analysis
· Managing data in a spreadsheet
· PivotTables
· Data Tables
· Scenario Manager
· Sorting a database
· Auto and Advanced Filters
· Subtotals

6. Validating and Auditing
· Data validation
· Auditing

7. Enhancing Productivity
· Range Names
· Using Templates
· Linking data
· Inserting hyperlinks and bookmarks
· Import data to Excel
· Macros
· Using multiple worksheets
· Insert, move and remove split
· Hide and show rows, columns, worksheet

8. Collaborative Editing
· Working with comments
· File protection
· Accessing and sharing data