COURSE DURATION

17 hours

COURSE SYNOPSIS

This course sets out advanced skills that can be used to perform complex mathematical and statistical calculations, to produce high quality management information and to use the advance features in a spreadsheet application to improve productivity.

COURSE OBJECTIVES

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

- Import and organise data sources

- Prepare worksheets for data entry and calculations

- Manage data and navigate cells effectively

- Perform efficient analyse of data

- Perform advanced calculations with Excel functions

- Collaborate and review workbooks

TARGET AUDIENCE (OPERATIONAL, SUPERVISORY & MANAGERIAL)

The job role(s)/occupations that this unit would be relevant for learners who are required to prepare data and analyse data using Microsoft Excel at an advanced level. The competencies covered in this course would be relevant to all industries and to organisations of all sizes.

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 be able to operate a personal computer, use keyboard and mouse

- Learners are expected to have basic knowledge of Microsoft Excel

TRAINING METHODOLOGIES

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

COURSE CONTENT

Learning Unit 1 – Gather Data

- Import data
- Data consolidation
- Linking to cells, range, between applications, break links

Learning Unit 2 – Format & Manage Worksheets

- Custom number formats
- Data validation
- Worksheet grouping
- Paste special options

Learning Unit 3 – Advanced Data Handling

- Range name
- Go To special

Learning Unit 4 – Data Analysis

- Using Quick Analysis
- Conditional formatting
- Advanced sorting
- Advanced filters
- PivotTable and PivotChart

Learning Unit 5 – Advanced Excel Functions

- Cell referencing
- Logical functions
- Nested functions
- Mathematical functions
- Date functions
- Text functions
- Lookup & reference functions
- Database functions
- Formula auditing

Learning Unit 6 – Collaborative Editing

- Track changes
- Share workbook
- Compare & merge