# JAMES COOK INSTITUTE

DIGITAL & IT

ADVANCED

# Level Up Your Excel Skills

*SOA: Data and Statistical Analytics*

## Description
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.

## Who is this Course For?
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.

## 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

**Course Duration**
## 17 Hours

**Course Reference No.**
## TGS-2022017320

**Mode of Training**
## Classroom

**Funding Validity**
## Till 01 Dec 2026

## Full Fee $540
**(Subject to 9% GST)**

| Pricing | Funding | Nett Fee (After GST) |
|---|---|---|
| SME OR SINGAPOREAN AGE 40 AND ABOVE | 70% | $210.60 |
| NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR | 50% | $318.60 |

**Subsidies available: SFC, SFEC, UTAP & PSEA**

*As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.*

Visit our Website

6737 5761

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

# 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