

# WSQ Level Up Your Excel Skills



COURSE DURATION

**17 Hrs**



COURSE REFERENCE NO.

**TGS-2022017320**



MODE OF TRAINING

**Classroom**



FUNDING VALIDITY

**Till 1 Dec 2026**

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

- 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.

FULL FEE

**\$480**

(Subject to 9% GST)

NETT FEE AFTER FUNDING

**\$187.20**

SME OR Singaporean age  
40 and above (incl.GST)

**\$283.20**

Non-SME OR Singaporean  
age 21 to 39 OR Singapore  
PR  
(incl.GST)

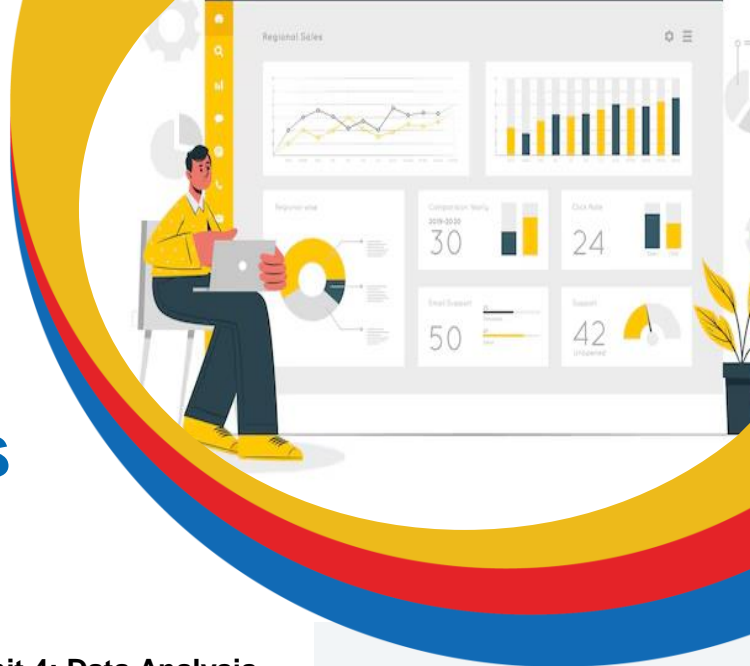
Subsidies Available  
Individual

SkillsFuture Credit  
UTAP  
PSEA



Visit Our  
Website

# WSQ Level Up Your Excel Skills



## Course Content

### Learning Unit 1: Gather Data

- Import Data
- Data Consolidation

### 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

### Learning Unit 5: Data Analysis

- Cell referencing
- gical 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

FULL FEE

**\$480**

(Subject to 9% GST)

NETT FEE AFTER FUNDING

**\$187.20**

SME OR Singaporean age 40 and above (incl.GST)

**\$283.20**

Non-SME OR Singaporean age 21 to 39 OR Singapore PR (incl.GST)

Subsidies Available  
Individual

SkillsFuture Credit  
UTAP  
PSEA



Visit Our  
Website