

WSQ Level Up Your Excel Skills



COURSE DURATION

17 Hrs



COURSE REFERENCE NO.

TGS-2022017320



MODE OF TRAINING

Classroom



FUNDING VALIDITY

01 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.

Who Is This Course For

- Relevant for learners who are required to prepare and analyse data using Microsoft Excel at an advanced level
- Relevant to all industries and 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

Assumed Skills

- Workforce Skills Qualifications (“ES WSQ”) Workplace Literacy (“WPL”) level 5.
- Be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 5
- Be able to manipulate numbers at a proficiency level equivalent to ES WSQ Workplace Numeracy (“WPN”) level 5
- Learners to have minimum GCE ‘O’ level or ITE certificate education, and 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

FULL FEE

\$480

(Subject to 9% GST)

NETT FEE AFTER FUNDING

\$187.20

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

70% Course Fee Funded

\$283.20

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

50% Course Fee Funded

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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
- 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

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