

# WSQ Workplace Productivity Using Excel



 **COURSE DURATION**  
**16 Hrs**

 **COURSE REFERENCE NO.**  
**TGS-2022016976**

 **MODE OF TRAINING**  
**Classroom**

 **FUNDING VALIDITY**  
**Till 07 Nov 2024**

This module sets out indispensable knowledge relating to understanding the concept of using a spreadsheet application and skills relating to using the application to effectively compile, format and analyse data and to generate meaningful reports. Learners will also acquire the necessary skills in using the spreadsheet application efficiently so as to enhance their productivity at the workplace.

## Who is This Course For

- This training is relevant to all staff (Operational, Supervisory & Managerial) tasked with collating, managing and analysing data of the organisations to determine current performance and then develop recommendations for improvement to senior management.

## Course Objectives

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

- Use fundamental features of a spreadsheet application
- Gather and edit data
- Manage rows and columns in a worksheet
- Manage worksheets in a workbook
- Create formulas and functions
- Format data and cells
- Create and format standard charts
- Select spreadsheet settings
- Preview a spreadsheet and select print options

## Training Methodologies

- Lectures and hands on activities

FULL FEE

**\$420**

(Subject to 9% GST)

NETT FEE AFTER FUNDING

**\$163.80**

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

**\$247.80**

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

Subsidies Available  
Individual

SkillsFuture Credit  
UTAP  
PSEA



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## Course Content

### Learning Unit 1: Getting Started With A Spreadsheet Application

- Using The Application
- Working With Workbooks
- Basic Spreadsheet Concepts
- Using Functionalities Of The Application

### Learning Unit 2: Manage Data In A Spreadsheet

- Good Practices In Managing Data
- Enter & Edit Data
- Moving Within A Worksheet
- Cell Selection Techniques
- Copy, Cut & Paste
- Find & Replace
- Sort & Filter

### Learning Unit 3: Manage Worksheets

- Insert, Delete & Format Rows & Columns
- Insert, Delete, Rename, Move & Copy Worksheets

### Learning Unit 4: Perform Calculations

- Arithmetic Formulas
- Excel Functions
- Cell Referencing

### Learning Unit 5: Perform Formatting Of Data

- Format Data
- Format Cells

### Learning Unit 6: Create Charts Format

- Create Standard Charts
- Format Charts

### Learning Unit 7: Set Up Worksheets And Select Print Options

- Adjust Page Options
- Header & Footer
- Adjust Sheet Display Options
- Preview Worksheet
- Select Printing Options

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