JAMES COOK INSTITUTE

DIGITAL & IT

BASIC

Workplace Productivity using Excel



Description

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.

This course has been enhanced to incorporate AI within Excel.

Who is this Course For?

This training is relevant to all staff 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

Course Duration
17 Hours

Course Reference No.
TGS-2026067083

Mode of Training
Classroom

Funding Validity
Till 07 Nov 2028

Full Fee $480
(Subject to 9% GST)

Pricing	Funding	Nett Fee (After GST)
SME OR SINGAPOREAN AGE 40 AND ABOVE	70%	$187.20
NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR	50%	$283.20

Subsidies available: SFC, SFEC, PSEA & UTAP

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 S238841
Whatsapp: 8767 0614
Mailbox: enquiry@jci.edu.sg

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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

- 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

Learning Unit 8 Microsoft Copilot (AI) For Excel

·What is Copilot for Excel
·Create simple formula and functions with Copilot
·Create charts with Copilot

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