

WSQ Introduction To Data Analysis Using Excel And Power BI

 COURSE DURATION
16 Hrs

 COURSE REFERENCE NO.
TGS-2023020424

 MODE OF TRAINING
Classroom

 FUNDING VALIDITY
Till 24 Apr 2025

This course provides learners with essential data analysis skills using Excel and Power BI, enabling them to import and shape data from diverse sources, create interactive dashboards and sophisticated visualisations, and enhance business insights with KPIs and trend analysis.

Target Audience

- Working adults from all sectors who are involve in the daily operations of the company.

Course Objectives

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

- Apply Excel functions and formulas to create statistical techniques like mean, median and regression analysis.
- Identify various trends and patterns from data sets using techniques for statistical analysis.
- Apply Statistical Functions for Data Analysis
- Identify Data Requirement with Stakeholder for Further Analysis
- Use Functions and Features to Create Statistical Data Visualisation in Excel and Power BI
- Utilise basic DAX function and formulas

Training Methodologies

- Lectures, demonstration and hands-on activities designed to provide practical experiences with skills being taught



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

SkillsFuture Credit
UTAP
PSEA



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Website

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Course Content

Learning Unit 1 – Understand Data Analysis Process and Using Functions for Statistical Analysis

- What is Data Analysis
- Benefits of Data Analytics
- The Data Analysis Cycle
- Data Protection Laws and Data Anonymity
- The 4 Types of Data Analysis
- The Types of Data
- What are Statistics?

Learning Unit 2 – Importing and Shaping Data Sets for Analysis of Trends and Patterns

- Importing Data from Different Data Sources into Excel
- Using Functions to Prepare Data for Statistical Analysis
- Creating interactive dashboards to illustrate patterns and trends

Learning Unit 3 – Using Functions and Features to Create Statistical

- Data Visualisation in Excel and Power BI
- Introduction to Power BI Desktop
- Navigating around Power BI
- Creating statistical visuals
- Creating conditional formatting to highlight patterns
- Creating trendlines and slicers

Learning Unit 4 – Create Interactive Basic Visualisation and Dashboards for Further Insights

- Introduction to basic DAX function and formulas
- Creating KPIs, Scorecards, Gauge visualization



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