# JAMES COOK INSTITUTE

DIGITAL & IT

ADVANCED

# Perform Advanced Spreadsheet Functions (With Copilot)

## Description
This module, in conjunction with CoPilot, sets out advanced skills and knowledge that can be used to perform complex mathematical and statistical calculations, to produce high quality management information, to present that information in sophisticated reports, and to use the advanced features in a spreadsheet application to improve productivity.

## Who is this Course For?
This training is relevant to anyone with a basic working knowledge of using Microsoft Excel who need to upgrade their skills and knowledge to better manage large sets of data, efficiently and effectively analyse these data sets and present findings in an impactful manner to benefit from databased decision-making.

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

- Apply advanced formatting options such as conditional formatting and customised number formatting and handle worksheets.

- Use functions such as those associated with logical, statistical, financial and mathematical operations.

- Create charts and apply advanced chart formatting.

- Work with tables and lists to analyse, filter and sort data. Create and use scenarios.

- Validate and audit spreadsheet data.

- Enhance productivity by working with named cell ranges and macros.

- Use linking, embedding and importing features to integrate data.

- Compare and merge spreadsheets. Apply spreadsheet security features

**Course Duration**
## 24 Hours

**Course Reference No.**
## TGS-2023039918

**Mode of Training**
## Classroom

**Funding Validity**
## Till 14 Nov 2027

## Full Fee $720
### (Subject to 9% GST)

| Pricing | Funding | Nett Fee (After GST) |
|---|---|---|
| SME OR SINGAPOREAN AGE 40 AND ABOVE | 70% | $280.80 |
| NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR | 50% | $424.80 |

**Subsidies available: SFC, SFEC, UTAP & PSEA**

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# Course Content

## Learning Unit 1: Formatting

- Create custom data formats
- Split text to columns
- Using multiple worksheets
- Add, move and remove splits
- Hide and show rows, columns and worksheets

## Learning Unit 2: Formulas and Functions

- Use cell references in formulas
- Use intermediate and advanced level functions and formulas in Excel
- Use CoPilot as an assistant for formulas

## Learning Unit 3: Charts

- Creating charts and Sparklines
- Formatting charts and Sparklines
- Creating charts with CoPilot

## Learning Unit 4: Analysis

- Analysis with PivotTable and PivotChart
- Using Excel tables
- Apply Conditional Formatting
- Sorting and filtering
- Data table
- Scenarios
- Subtotals and Outlining

## Learning Unit 5: Validating and Auditing

- Data Validation
- Formula auditing

## Learning Unit 6: Enhancing productivity

- Using Range Names
- Create and update templates
- Linking and importing data
- Macros

## Learning Unit 7: Collaborative Editing

- Working with notes and comments
- Worksheet and Workbook Protections
- Sharing workbooks
- Track changes
- Compare and merge workbooks