

## COURSE DURATION

24 hours

## COURSE SYNOPSIS

This module 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 advance features in a spreadsheet application to improve productivity.

## 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

## TARGET AUDIENCE (OPERATIONAL, SUPERVISORY & MANAGERIAL)

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 data-based decision-making.

## ASSUMED SKILLS

- Learners must be able to read, write, speak and listen to English at secondary school level
- Learners to have minimum GCE 'O' level or ITE certificate education
- Learner should have at least 1 year's working experience in any industry.
- Learners must be able to operate a personal computer, use keyboard and mouse
- Learners must have basic to intermediate ability in using Microsoft Excel

## TRAINING METHODOLOGIES

Lectures, demonstration by adult educator and individual hands-on practical activities designed to bring out skills practice.

**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

**Learning Unit 3: Charts**

- Creating charts and Sparklines
- Formatting charts and Sparklines

**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