

WSQ Perform Advanced Spreadsheet Functions with CoPilot



COURSE DURATION

24 Hrs

COURSE REFERENCE NO.

TGS-2023039918

MODE OF TRAINING

Classroom

FUNDING VALIDITY

Till 14 Nov 2025

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

\$720

(Subject to 9% GST)

NETT FEE AFTER FUNDING

\$280.80SME OR Singaporean age
40 and above (incl.GST)**\$424.80**Non-SME OR Singaporean
age 21 to 39 OR Singapore
PR
(incl.GST)

Subsidies Available

SkillsFuture Credit
UTAP
PSEAVisit on
Website

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 – CREATING CHARTS AND SPARKLINES

- 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: ANALYSIS

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

LEARNING UNIT 7: COLLABORATIVE EDITING

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