

# 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



FULL FEE

**\$720**

(Subject to 9% GST)

NETT FEE AFTER FUNDING

**\$280.80**

SME 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  
PSEA



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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

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