

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 2027

This advanced course enhances proficiency in using spreadsheet features for complex calculations, data management, and productivity improvements. Participants will learn to apply advanced formatting, use complex functions, and create charts. The course also covers data management through tables, data validation, macro usage, and data integration techniques such as linking and embedding. Additionally, it includes training on spreadsheet security, all aimed at streamlining processes and producing high-quality management information

Who is this course for

- The job role(s)/occupations that this unit would be relevant for learners who are required to prepare data and analyse data using Microsoft Excel at an advanced level. The competencies covered in this course would be relevant to all industries and to organisations of all sizes.

Course Objectives

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

- Recognise impact of problems on job responsibilities
- Identify sources of problems
- Apply communications skills to provide context regarding the problem solving approach
- Apply a solution generating framework to generate solutions
- Evaluate solutions to solve problems

FULL FEE

\$720

(Subject to 9% GST)

NETT FEE AFTER FUNDING

\$280.80

SME OR Singaporean age
40 and above (Subject to
9% GST)

70% Course Fee Funded

\$424.80

Non-SME OR Singaporean
age 21 to 39 OR Singapore
PR

(Subject to 9% GST)

50% Course Fee Funded

Subsidies Available
Individual

SkillsFuture Credit
UTAP
PSEA



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WSQ

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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



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