JAMES COOK INSTITUTE

WSQ Perform Spreadsheet Functions 24 Hours

COURSE DURATION
24 Hrs

COURSE REFERENCE NO.
TGS-2023038008

MODE OF TRAINING
Classroom

FUNDING VALIDITY
Till 18 Sept 2027

This course is a comprehensive 24-hour program designed to equip learners with essential spreadsheet skills. Starting with the basics of navigating and utilising a spreadsheet application, participants will progress through managing data, organising worksheets, and performing basic calculations. The course also covers data formatting, chart creation for data presentation, and setting up worksheets with print options to ensure professional and effective spreadsheet use.

Who is This Course For

This course is intended for learners who wish to equip themselves with the necessary knowledge and skills to be proficient with using the core features of a spreadsheet application. The skills include understanding fundamental spreadsheet concepts, designing a spreadsheet and using basic functions within a spreadsheet.

Course Objectives

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

- Use fundamental features of a spreadsheet application.
- Identify areas for collection of data, collect and edit data.
- Manage rows, columns and worksheets to facilitate data manipulation.
- Create formulas and functions to create business statistics.
- Format data and cells.
- Create and format standard charts.
- Apply page setup options, preview 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

Visit on Website

Course Content

Learning Unit 1: Getting started with a spreadsheet application
- Using the application
- Working with workbooks
- Basic spreadsheet concepts
- Using functionalities of the application

Learning Unit 2: Manage data in a spreadsheet
- Good practices in managing data
- Enter & edit data
- Moving within a worksheet
- Cell selection techniques
- Copy, cut & paste
- Find & replace
- Sort & filter

Learning Unit 3: Manage worksheets
- Insert, delete & format rows & columns
- Insert, delete, rename, move & copy worksheets

Learning Unit 4: Perform calculations on data
- Arithmetic formulas
- Excel functions
- Cell referencing

Learning Unit 5: Perform formatting of data
- Format data
- Format cells

Learning Unit 6: Create charts to present data
- Create standard charts
- Format charts

Learning Unit 7: Set up worksheets and select print option
- Adjust page options
- Header & footer
- Preview worksheet
- Select print options

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