JAMES COOK INSTITUTE

DIGITAL & IT

ADVANCED



[Synchronous E-Learning]

Level Up Your Excel Skills

SOA: Data and Statistical Analytics

Description

This course sets out advanced skills that can be used to perform complex mathematical and statistical calculations, to produce high quality management information and to use the advance features in a spreadsheet application to improve productivity.

This course has been enhanced to incorporate AI within Excel.

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:

- Import and organise data sources
- Prepare worksheets for data entry and calculations
- Manage data and navigate cells effectively
- Perform efficient analysis of data
- Perform advanced calculations with Excel functions
- Collaborate and review workbooks

Course Duration
17 Hours

Course Reference No.
TGS-2022017320

Mode of Training
Synchronous E-Learning

Funding Validity
Till 01 Dec 2026

Full Fee $540
(Subject to 9% GST)

Pricing	Funding	Nett Fee (After GST)
SME OR SINGAPOREAN AGE 40 AND ABOVE	70%	$210.60
NON-SME OR SINGAPOREAN AGE 21 TO 39 OR PR	50%	$318.60

Subsidies available: SFC, SFEC, PSEA & UTAP

As pre-requisites may differ by course, we strongly encourage you to review the details and contact us for any clarification.

Visit our Website

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Course Content

Learning Unit 1 – Gather Data

- Import data
- Data consolidation
- Linking to cells, range, between applications, break links

Learning Unit 2 – Format & Manage Worksheets

- Custom number formats
- Data validation
- Worksheet grouping
- Paste special options

Learning Unit 3 – Advanced Data Handling

- Range name
- Go To special

Learning Unit 4 – Data Analysis

- Using Quick Analysis
- Conditional formatting
- Advanced sorting
- Advanced filters
- PivotTable and PivotChart

Learning Unit 5 – Advanced Excel Functions

- Cell referencing
- Logical functions
- Nested functions
- Mathematical functions
- Date functions
- Text functions
- Lookup & reference functions
- Database functions
- Formula auditing

Learning Unit 6 – Collaborative Editing

- Track changes
- Share workbook
- Compare & merge

Learning Unit 7 – Microsoft Copilot for Excel

- What is Copilot for Excel
- Apply conditional formatting with Copilot
- Create formulas and functions with Copilot
- Summarise data with Copilot
- Create charts with Copilot

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