

## ES WSQ – 3 Days – Perform Advanced Spreadsheets Functions (Ms Advanced Excel 2013 – 24 hrs) (ICDL Certification Module 4: Advanced Spreadsheets)

<b>Course Duration</b>	24 Hours	<b>Course Fee</b>	Full Fee: <b>\$460</b>	<b>Subsidy</b>	Please refer to page 2	<b>Training Method</b>	Instructor-led learning
------------------------	----------	-------------------	------------------------	----------------	------------------------	------------------------	-------------------------

**Certification** Successful trainees will receive the internationally recognized ICDL Certificate upon completion of the course. This certificate is administered by ICDL Singapore. This is a joint certification between WDA and ICDL Singapore. Student must take a 60 min online assessment at the end of the course.

**Pre-requisites** Need to possess the basic knowledge of Ms Excel 2013

**Course Objective** ICDL Advanced Spreadsheets is a high level certification program which presents candidates with the opportunity to bring their spreadsheet skills to an expert level. This allows them to use the full potential of the spreadsheet application to produce higher quality management information.

Individuals with ICDL Advanced Spreadsheets certified skills can:

- Produce higher quality information
- Pinpoint key information quicker and more easily
- Provide more sharply-defined analysis
- Produce more sophisticated reports
- Use advanced editing, data handling, functions and analysis features
- Use macros within the spreadsheets application

### Course Outline

#### Section 1 – Introduction

Spreadsheet Design  
Identify the Different Techniques to Use

#### Section 2 – Formatting

Split Windows  
Use Conditional Formatting  
Use Format as a Table  
Use Paste Special  
Transpose Data  
Copy and Move Sheets

#### Section 3 – Protection

Protect Cells  
Hide & Unhide Columns & Rows  
Create Read-Only Workbooks  
Hide and Unhide Worksheets & Workbooks  
Protect Workbooks  
Hide Formulas

#### Section 4 – Cell Comments

Use Cell Comments  
Display Comments  
Create, Edit & Delete Comments

#### Section 5 – Names

Use Names  
Create and Delete Names for Cell Ranges  
Paste and Apply Names  
Use Names in Formulas  
Use Names with Go To

#### Section 6 – Templates

Create & Understand Templates  
Use Templates  
Edit Templates

#### Section 7 – Formulas

Display and Check Formulas  
Understand Formulas that Produce Errors  
Use Mixed Cell Referencing  
Create Custom Number Formats

#### Section 8 – Outlines

Create an Outline  
Expand and Collapse Outline Level Details

#### Section 9 – Scenarios

Create Scenarios  
Use, Edit and Delete Scenarios  
Create Scenario Summary Reports

#### Section 10 – Linking & Importing

Link Cells  
Link between Worksheets & Workbooks  
Link to a Word Document  
Use Hyperlinks  
Importing Delimited Data  
Consolidate using 3D-Sum

**Call: 6339 7588 or Email: enquiry@genetic.edu.sg**

## Section 11 – Sorting

Sort Data  
Perform Multiple Sorts  
Create and Use Custom Lists  
Perform Custom Sorts

## Section 12 – Lists

Filter Lists using the AutoFilter  
Use Custom Criteria with AutoFilter  
Use the Advanced Filter  
Filter using Complex Criteria  
Extract Filtered Data

Add Subtotals to Lists

## Section 13 – Pivot Tables

Understand PivotTables  
Create a PivotTable  
Update a PivotTable  
Filter, Group and Sort Data in a PivotTable

## Section 14 – Functions

Use Date and Time Functions  
Use Lookup Functions  
Use Mathematical and Statistical Functions  
Use Financial Functions  
Use Text and Database Functions  
Use Nested Functions

## Section 15 – Charts

Add and Remove Data Series  
Change Chart Types  
Change Chart Axis Scales  
Create Combination Charts  
Add Images to Charts

## Section 16 – Data Tables

Create a One Input Data Table  
Create a Two Input Data Table

## Section 17 – Macros

Understand Macros  
Record a Macro  
Run a Macro  
Assign a Macro to the Quick Access Toolbar

## Section 18 – Auditing

Use Auditing Tools  
Trace Precedents and Dependents  
Add and Remove Tracer Arrows  
Trace Errors  
Add Data Validation

## Section 19 – Tracking Changes

Track Changes in Worksheet  
Share Workbooks  
Merge Workbooks

### Subsidy and Nett Payable Amount

Subsidy Categories	Amount Payable	Subsidy Amount
<b>SME Company / MCES (Above 40 yrs)</b>	<b>\$46/-</b>	<b>\$414/-</b>
<b>Non-SME Company / Individuals (21 – 39 yrs)</b>	<b>\$92/-</b>	<b>\$368/-</b>
<b>WTS (35 yrs and above - salary less than \$1900)</b>	<b>\$23/-</b>	<b>\$437/-</b>
<b>Non-Singaporean / Non-Singapore PR (Foreigner and work pass holders – WP, SPass, EPass)</b>	<b>\$460/-</b>	<b>N.A</b>

*SME: Small and Medium Enterprise*

*MCES: Mid Career Enhanced Subsidy*

*WTS: Workfare Training Support*

*Participant need to pass the test to get subsidy.*

For more information on funding, please call 6883 5885. Or visit [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg)

Call: 6339 7588 or Email: [enquiry@genetic.edu.sg](mailto:enquiry@genetic.edu.sg)