

WSQ - Microsoft Excel Advanced

3 Days Course • Instructor-Led Training (English)

About The Course

An introductory course preparing participants for advanced spreadsheet features and functionality.

Audience Profile

Mix from various companies, industries, and departments

Course Outcome

On completion of this course, learner will have the knowledge and application skills in using a spreadsheet application at an advanced level. The skills include maintaining complex spreadsheets, using complicated functions of various types, and using auditing techniques to check for errors.

Pre-Requisites

1. Users already with Excel basic proficiency
2. Be able to listen and speak English at a proficiency level equivalent to the Employability Skills Workforce Skills Qualifications (ES WSQ) Workplace Literacy (WPL) level 4; and be able to read and write English at a proficiency level equivalent to ES WSQ WPL level 4 and be able to operate a personal desktop computer.

Course Outline

8 Sections

Section 01 – Formatting

- Considerations in Designing a Spreadsheet
- Working with Styles
 - Apply cell style
 - Create new cell style
 - Remove cell style from cell
- Formatting Data as A Table
 - Creating tables
 - Modifying tables
- Conditional Formatting
 - Apply conditional formatting rule
 - Conditional formatting presets
 - Managing rules
 - Removing conditional formatting
- Custom Formatting
 - Creating and applying custom number formats
 - Creating and applying custom date formats
- Formatting Worksheets
 - Moving and copying a worksheet
 - Splitting a worksheet
 - Hide and unhide row(s), column(s) and worksheet(s)

Section 02 – Functions and Formulas

- Nested Functions
- Mathematical Functions
- Statistical Functions
- Text Functions
- Lookup Functions
- Date and Time Functions
- Database Functions
- Financial Functions
- 3-D Reference Within a Sum Function
- Mixed References in Formulas

Course Outline

8 Sections

Section 03 – Charts

- Create Combo Chart with A Secondary Axis
- Formatting and Modifying Charts
 - Add and delete data series
 - Reposition chart title, legend and data labels
 - Change scale and display units of value axis
 - Format series, plot area, chart area to display image

Section 04 – Data Analysis

- Sorting Data
 - Types of sorting
 - Custom list sorting
- Filtering Data
 - Auto filter
 - Clear filter
 - Advanced filtering
- Outlining Data
 - Manual grouping with outline
 - Automatic outline
- Automatic Subtotals
- Data Table
 - One-variable data table
 - Two-variable data table
- Scenario
 - Creating and displaying scenarios
 - Editing and deleting a scenario
 - Scenario summary report

Section 05 – Pivot Tables

- Creating Pivot Tables
- Manipulating Data
 - Change the summary function
 - Change data source and refresh data
 - Adding fields to columns / rows

Course Outline

8 Sections

- Changing row or column fields
- Formatting PivotTables
 - Change the style of a PivotTable
- Sorting Data in a PivotTable
 - Sort using the arrow buttons
- Filtering Data in a PivotTable
 - Filtering the report
 - Filtering column and row fields
- Grouping Data in a PivotTable

Section 06 – Auditing and Validating Data

- Trace Formula Precedents
- Trace Formula Dependents
 - Remove the arrows
- Error Checking
 - Trace errors
- Evaluate Formulas
- Watch Window
- Display Formulas in Worksheet
- Data Validation
 - Apply data validation to cells
 - Data validation input messages
 - Data validation error messages
 - Remove data validation

Section 07 – Enhancing Productivity

- Paste Special
- Named Cells
 - Define named range
 - Use named range in formulas
 - Editing and deleting named ranges
- Templates
 - Creating templates
 - Using templates
- Hyperlinks

Course Outline

8 Sections

- Create hyperlinks
- Edit and remove hyperlinks
- Link Data
 - Link objects
 - Update or break a link
- Import Data from A Text File
- Macros
 - Record a macro
 - Saving and opening a workbook containing macros
 - Run a macro

Section 08 – Collaborative Editing

- Comments
- Track Changes
- Sharing Workbook
- Protection
 - Protect a file
 - To open the file as read-only
 - Protect a worksheet
 - Protect a workbook

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