

**03 Days – (Office 365 - Advanced Excel 2016 – 24 hrs) –  
Perform Advanced Spreadsheet Functions (ICDL Certification)**

Course Duration	24 Hours	Course Fee Full Fee: \$520	Subsidy & Nett Fees Please refer to page 2	Mode Of Training Classroom
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**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.

**Entry Requirement** Primary education without PSLE/PSPE Certificate or their equivalent

**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  
Audience

**Section 2 – Formatting**

Cell Style, Table Style  
Conditional Formatting  
Move Worksheet to another Workbook, Hide, Unhide  
Special Copy – Multiply, Add, Transpose  
Flash Fill  
Spilt Bar

**Section 3 – Manage Formulas**

Relative, Absolute, Mixed Cell References  
Show / Hide formulas  
Custom Number format – placeholder  
Date and Time functions, understand Serial Number  
NetWorkDays.Intl , WorkDays.Intl, Exclude Holidays  
Vlookup and Hlookup  
Index and Match – a better lookup  
Mathematical & Statistical Functions-CountA, Round  
Financial Functions – PMT, FV  
Text Functions – Days, TextJoin, Concat  
Logical Functions – If, Nested If, Or and  
Create 3D references

**Section 4 - Charting**

Column, Bar, Combination Chart  
Secondary Axis, Add image to chart, chart elements  
Standalone Chart, Add Image, Change Scales

**Section 5 – Pivot Table**

Characteristics of a Pivot Table, Anatomy  
Pivot Tools, Drag and Drop, Refresh, Filter  
Group and Ungroup  
Pivot Table Report Layout  
Subtotal and Grand Total  
Pivot with Filter Pages – populate  
Dates Grouping  
Pivot Chart and Slicers  
Excel Slicers  
Clear Slice Filter  
Resize a slicer, Lock slicer, Disconnect slicer, remove  
Slicer settings, Style  
Pivot Table with 2<sup>nd</sup> Details  
Connect slicer to multiple pivot tables  
Create DashBoard

**Section 6 – Sorting and Filtering**

Simple Sort, Multiple Sort  
Sort with Custom List

**Section 7 – Excel Table**

Understand Elements of a Table  
Sizing handle, Convert Table to Range  
Sorting and Filtering in Excel Table  
Text, Number, Date Filters

**Section 8 – Advanced Filter**

Advanced Filter with 2 conditions  
With Not Equal to conditions

Effective from 01/01/2022



**Section 9 – Database Functions**

DSum, DAverage,  
DMax, DMin, DCount, DCountA

**Section 10 – What-If-Analysis**

One-Input, Two-Input Table  
Scenarios  
Use, Edit and Delete Scenarios  
Create Scenario Summary Reports

**Section 11 – Group and Ungroup Data**

Group Manually  
Group using Auto Outline  
Ungroup all using Clear Outline

**Section 12 - SubTotal**

Create Subtotal  
Collapse and Expand Subtotal

**Section 13 – Data Validation**

Direct Entry  
Refer to a List  
Refer to Range Name  
Circle Invalid data  
Clear All Validation

**Section 14 – Auditing Data**

Evaluate Formulas  
Audit data – Trace Precedents and Dependents  
Error Checking  
Troubleshoot Excel Errors  
Show Watch Window  
Circular References

**Section 15 – Manage Name Ranges**

Name Manager  
Define New Name  
Apply Name  
Create Range Names from NameBox  
Delete Range Name

**Section 16 - Templates**

Viewing Templates  
Creating a Template from a Workbook

**Section 17 – Linking**

HyperLinks, Linking Objects, Embedding Objects  
Naming Convention, Update and Break a Link  
Importing delimited data into a spreadsheet

**Section 18 – Macros Automation Codes**

Recording a Macro  
Assign macro to a toolbar  
Stop Macro

**Section 19 – Cell Comment**

Add, Hide, Show, Delete

**Section 20 – Track Changes**

Turn on Track Changes  
Accepting and Rejecting Track Changes  
Compare and Merge

**Section 21 – Protection**

Protecting a Worksheet  
Unlock a range only, the rest as locked  
Lock a range only, the rest as unlocked  
Hiding a formula  
Workbook Protection

**Subsidy**

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TGS-2018502696

	Mid-Career Enhanced Subsidy 40 years old & above	Singaporean 21 to 39 & PR
Course Fee	\$520.00	\$520.00
SkillsFuture Funding	\$364.00	\$260.00
Total Gross Fee	\$156.00	\$260.00
GST 7%	\$36.40	\$36.40
<b>SkillsFuture Credit Deduction/Cash</b>	<b>\$192.40</b>	<b>\$296.40</b>

Eligible for Claim Period: 13 Oct 2018 - 12 Oct 2022

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

**SSG Advice:**

All Singaporean aged 25 and above can use their \$500 SkillsFuture Credit to pay for a wide range of approved skills-related courses.

Visit the SkillsFuture Credit website ([www.skillsfuture.sg/credit](http://www.skillsfuture.sg/credit)) to choose for the courses available on the SkillsFuture Credit course directory.

PSEA Funding is available for student aged 21-25 Years old (Pls Call PSEA Hotline 62600777 to check your balance), Form for PSEA Funding is available from Genetic Computer School

Note:

- Student must bring thumbdrive during the lesson.
- Student must have Basic Excel Knowledge

