

Year 2022



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02 Days – (Office 365 - Excel 2016 – 17 hrs) Perform Spreadsheet Functions (ICDL Certification)

Course Duration	17 Hours	Course Fee Full Fee: \$420	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 45 min online assessment at the end of the course.

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

Course Objective This module enables candidates to understand the concept of spreadsheets and to demonstrate the ability to use a spreadsheet application. Candidates will understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet, in addition to using standard formulas and functions, and demonstrate competence in creating and formatting graphs or charts.

On completion of this module each candidate will be able to:

- Work with spreadsheets and save them in different file formats
- Choose built-in options such as the Help function within the application to enhance productivity
- Enter data into cells and use good practice in creating lists. Select, sort and copy, move and delete data
- Edit rows and columns in a worksheet. Copy, move, delete and appropriately rename worksheets
- Create mathematical and logical formulas using standard spreadsheet functions. Use good practice in formula creation and recognize error values in formulas
- Format numbers and text content in a spreadsheet
- Choose, create and format charts to communicate information meaningfully
- Adjust spreadsheet page settings and check and correct spreadsheet content before finally printing spreadsheets

Course Outline	Section 1 – Introducing Excel 2016	Section 2 – Worksheet Essentials	Section 3 – Excel Entries	Section 4 – WorkSheet Formatting
	Excel 2016 Start Screen Screen, QAT, Ribbon, Worksheet Window, Tell Me Getting Help Excel Options to change Preferences	Structure – Worksheet & Workbook, Cell & Range Address Navigating – with Keyboard, GoTo F5, NameBox Create & Save New Workbook, Open, Pin & Unpin Save in Different Formats – CSV, PDF, Template Close and Exiting Excel	Enter Numerical Values, Text, Formulas Editing cell content F2, replace content Selection with Mouse, row, column, range Copy and Cut – ribbon, shortcut, Drag and Drop method Type of mouse pointer Paste, Paste Preview, Transpose	Delete cell content, Undo, Redo Insert, Delete, Hide, Unhide row and column Change Row Height, Column width, Default AutoComplete AutoFill with Fill Handles, Options, Dates Font size, colours, style, Borders and Lines, Cell Border Text Alignment Formatting Numbers, Dates and Time Format Painter, Cell Styles, Themes

Effective from 01/01/2022



Section 5 – Worksheets and Workbook

Insert, Copy, Delete
Worksheet Views – Page Layout, Page Break Preview
Gridlines, Zooming
Freeze Panes
Spilt

Section 6 – Excel Table or List

Create a Table
Understand the Elements of a Table
Turning off the Table
Sorting and Filtering in a Table

Section 7 – Formulas

Introduction to Excel Calculations
Order of operations + - / *
Writing Formulas
Relative Addressing, Absolute Addressing

Section 8 – Functions

Formula ToolBar
Insert Functions - AutoSum
Sum, average, max, min, count, counta,
Countblank, round
Logical Function - If
Lookup Function - Vlookup
Troubleshoot Excel Errors

Section 9 – Sorting and Filtering

Simple Sort, Sort with Multiple Criteria
Auto Filter
Find and Replace Text
Header and Footer
Header and Footer elements codes
Inserting and Deleting

Section 10 – Printing Output

Preview, Set Print Area
Page Setup – Size, Orientation, Layout
Margin Settings, Scaling
Page Breaks,
Print row and column titles

Section 11 – Chart Formatting

Chart Types, standalone chart
Chart Ribbon Tabs
Move and resize a chart
Chart Elements – axis, titles, labels, tables,
Gridlines, legend, trendline
Change chart types

Subsidy

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	Mid-Career Enhanced Subsidy 40 years old & above	Singaporean 21 to 39 & PR
Course Fee	\$420.00	\$420.00
SkillsFuture Funding	\$294.00	\$210.00
Total Gross Fee	\$126.00	\$210.00
GST 7%	\$29.40	\$29.40
SkillsFuture Credit Deduction/Cash	\$155.40	\$239.40

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) 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.

