

**3 days – Office 365 – Advanced Excel 2021 and Data Analytics – level 2 (TGS-2023018902)**

Course Duration	24.00 Hours	Full Fee	\$560	Subsidy & Nett Fees	Please refer to page 2	Mode of Training	Classroom
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**Entry Requirement**

- Apply basic formula and functions (i.e. SUM, AVERAGE, COUNT, COUNTA, MIN, MAX, ROUND, IF)
- Understand how to use cell referencing (i.e. A1, \$A\$1) • Minimum 1 year of working experience (with preference in using Excel)
- Speak, listen and read English at a proficiency level not lower than the WPL Level 4, and manipulate numbers at a not lower than the WPN Level 4.
- Minimal education qualification is GCE 'O' Level, GCE 'N' Level or ITE certificate.

**Course Objective**

This module enables learner to use intermediate to advanced Excel functions, formulas and charts. Able to get from different data source and combine into useful dataset. Able to remove duplicates data, unpivot data, and keep relevant data for analysis. Able to group data into category and using Pareto analysis to problem solve and improve processes.

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

- Empower learner to use intermediate to advanced excel formulas and functions, to handle company's data
- Get data from data source and prepare dataset for analysis
- Clean, transform, and shape data for analysis
- Identify root cause for problems, Categorise problems, Pareto Analysis to improve processes

**Course Outline**

- Excel Table design
- Duplicate worksheets
- Ranges Names and its uses
- Conditional Formatting
- Custom Number format, Dates formulas
- extract data with Xlookup, Vlookup, Hlookup, Index and Match, VStack, HStack,
- Filter, Unique, Sort functions
- Spill error, Handling error
- Remove Duplicate rows
- Handle Missing data
- Correcting inaccurate data
- Separating data
- Data Types
- Unpivot Data
- Advanced Charts
- Countif, Sumif, Averagelf
- 3D Reference, Pivot Table, Advanced Pivot Table, Slicer, Timeline
- Custom Sort and Filter,
- Advanced Filter, SubTotal, Data Validation, Notes,
- Auditing, Track Changes
- Macros
- Problems statement
- Identify root cause for the problems
- Categorise problems
- Set up Table
- Pareto Analysis
- Take Actions

**Assessment**

- Written Assessment
- Practical Assessment

**Subsidy**

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	Singapore Citizens and Singapore Permanent Residents	Employer-sponsored and self-sponsored Singapore Citizens aged <b>40 years old and above</b>	SME-sponsored local employees (i.e. Singapore Citizens and Singapore Permanent Residents)
FUNDING Source			
	SkillsFuture Funding (Baseline)	SkillsFuture Mid-career Enhanced Subsidy	SkillsFuture Enhanced Training Support for SMEs
Course Fee	\$560.00	\$560.00	\$560.00
SkillsFuture Funding	\$280.00	\$392.00	\$392.00
Total Nett Fee	\$280.00	\$168.00	\$168.00
GST (8% x \$560)	\$44.80	\$44.80	\$44.80
<b>Total Fee Payable to Genetic Computer School Pte Ltd</b>	<b>\$324.80</b>	<b>\$212.80</b>	<b>\$212.80</b>
Age Group	SC 21-39 years old and PR	SC 40 years old and above	Small Medium Enterprise

Eligible for Claim Period: 14 Feb 2023 – 13 Feb 2025

**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 ([myskillsfuture.sg/credit](https://myskillsfuture.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.**