

## ES WSQ with ICDL Certification: Perform Advanced Spreadsheet Functions (Advanced Excel 2010)

*Participants will be awarded the **ICDL Certificate** upon successful completion of the course and pass the assessment.*

### Course Objective

Completion of this module will enable candidates to master the more advanced functions of spreadsheet applications, enabling them to produce more sophisticated reports, and to perform complex mathematical and statistical calculations, thus saving time and improving productivity in the completion of tasks

### Prerequisites

Participant should have basic training and knowledge before proceed to advanced level

### Course Outline

- Apply an autofomat/table style to a cell range
- Create and apply custom number formats
- Split a window, move, remove split bars
- Use text, statistical, mathematical, financial, lookup database functions
- Create a two-level nested function
- Use mixed references in formulas
- Create a combined column and line chart
- Change the chart type for a defined data series
- Change display units on value axis without changing data source
- Format columns, bars, plot area, chart area to display an image
- Create, modify a pivot table/datapilot
- Filter, sort data in a pivot table/datapilot
- Automatically, manually group data in a pivot table/datapilot and rename groups
- Use one-input, two-input data tables/multiple operations tables
- Create a customized list and perform a custom sort
- Apply advanced filter options to a list
- Expand, collapse outline detail levels
- Create a scenario summary report
- Set, edit validation criteria for data entry in a cell range
- Trace precedent, dependent cells. Identify cells with missing dependents
- Show all formulas in a worksheet, rather than the resulting values
- Use named cell ranges in a function
- Use paste special options
- Create a spreadsheet based on an existing template
- Insert, edit, remove a hyperlink
- Link data within a spreadsheet, between spreadsheets, between applications
- Import delimited data from a text file
- Run a macro
- Assign a macro to a custom button on a toolbar
- Compare and merge spreadsheets
- Add, remove password protection for a spreadsheet
- Turn on, off track changes. Track changes in a worksheet using a specified display view

<b>Date</b>	21 & 22 February 2019
<b>Duration</b>	2 days, 8:30am to 6pm (17 hours)
<b>Course Venue</b>	<b>PMAS Academy</b> Print Media Hub @ Paya Lebar iPark 61 Tai Seng Avenue #05-14 Singapore 534167

- **80% Course Fee Subsidy, cap at \$17/hr**
- **90% Course Fee Subsidy, cap at \$25/hr for SMEs / Singaporean aged ≥ 40 yrs**
- **95% WTS funding**
- \* **Absentee payroll is applicable**

	SCs/ PRs	SMEs/ SCs ≥ 40 yrs	WTS
Full fee (include 7% GST)	\$321.00		
Training grant	\$240.00	\$270.00	\$285.00
<b>Amount payable after training grant (inclusive 7% GST)</b>	<b>\$81.00</b>	<b>\$51.00</b>	<b>\$36.00</b>

Absentee Payroll : 80% of hourly basic salary, capped at \$4.50 per hour

### Enhanced training support for SMEs

- 90% course fee subsidy, capped at \$25/hr.
- Enhanced absentee payroll funding available at 80% of hourly basic salary capped at \$7.50/hr

\*SMEs are defined as companies with  
(i) at least 30% local shareholding; AND  
(ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

### Workfare Training Support Scheme:

Singapore Citizens aged ≥ 35 years & earning ≤ \$2,000/month are eligible for 95% course fee subsidy. Companies can also apply for absentee payroll at 95% of hourly basic salary.

### Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Participant has not enjoyed funding for the same course before
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

Companies are to submit application via [www.skillsconnect.gov.sg](http://www.skillsconnect.gov.sg) to enjoy the funding

You may go to the following link: <https://goo.gl/xXvMV> to register!

**Enquiries:**  
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