

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

Course Duration	17 Hours	Course Fee	Subsidy & Nett Fees	Mode of Training
		Full Fee: \$420	Please refer to page 2	Classroom

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

Excel 2016 Start Screen
Screen, QAT, Ribbon, Worksheet Window, Tell Me
Getting Help

Excel Options to change Preferences

Section 2 – Worksheet Essentials

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

Section 3 – Excel Entries

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
Section 4 – WorkSheet Formatting
Font size, colours, style, Borders and Lines,
Cell Border
Text Alignment
Formatting Numbers, Dates and Time
Format Painter, Cell Styles, Themes
Last Updated on 01/03/2019

Call: 6339 7588 or Email: enquiry@genetic.edu.sg



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

For ICDL Progression Pathway,
Pls refer to <http://www.genetic.edu.sg/home/page/icdl-progression-pathway>

Subsidy

02 days –(Office 365 - Excel 2016 - 17 hrs) Perform Spreadsheet Functions (ICDL Certification) (CRS-Q-0034604-ES)			
	Singaporean 25 to 39 & PR	Mid-Career Enhanced & Subsidy >=40 years old born on /before 1979	WTS, > = 35 years old born on/before 1984
Course Fee	\$420.00	\$420.00	\$420.00
SkillsFuture Funding	\$289.00	\$378.00	\$399.00
Total Gross Fee	\$131.00	\$42.00	\$21.00
GST 7%	\$29.40	\$29.40	\$29.40
SkillsFuture Credit Deduction/Cash	\$160.40	\$71.40	\$50.40

Eligible for Claim Period: 01 Jan 2019 - 12 Oct 2020

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 (Please Call PSEA Hotline 62600777 to check your balance), Form for PSEA Funding is available from Genetic Computer School

Note: Student must bring ThumbDrive

Call: 6339 7588 or Email: enquiry@genetic.edu.sg

