2 days – Data Analytics using Excel 365, 2021 – level 3 (TGS-2023019361)

Course Duration	16.00 hours	**Full Fee** $520	**Subsidy & Nett Fees** Please refer to page 2	**Mode of Training** Classroom

Certification   Successful trainees will receive a Statement of Attainment (SOA) issued by SkillsFuture Singapore.

Entry Requirement
- Minimum 1 year of working experience (know how to use Excel pivot tables, basic excel graphs)
- 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

Able to use tools and techniques to manage data and analyze data in Excel.

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

• Practical Statistics functions
• Combine data from different sources, into a useful dataset, get Files from a FOLDER (Process Claims Forms), . Bank Statement / Bank Credit Card – extract data
• Use Power Query to help change the Data Layout for different types of reports – 4 methods, Unpivot, Pivot columns
• Manage data with Group By, Ranking of Products, Conditional Column with IF
• Append Queries, Merge Queries (instead of using vlookup or xlookup, look up at Dimension Table)
• Histogram, Boxplot, IQR
• Correlations, Linear Regression, Moving Average, Forecast

Course Outline

Types of Data – Qualitative and Quantitative
Discrete and Continuous Data, Level of Data
Clean the dataset using Power Query

What is Power Query? What Does Power Query Do?
Power Query Editor
Best Practice in Applied Steps
Data Types in Power Query
Numeric Precision and Null Formatting
Power Query Shortcuts

Data Dictionary

Options Settings
Explore the data
Data Dictionary
Column Profiling, Data Quality & Distribution

Descriptive Statistics
Analyze Data in Excel
Calculations

Levels of Data Literacy
Data literate for job role
Explore data with business questions

Errors handling at cell level, step level
Errors Reports
How to manage the Data Layout –
In Unpivot and Pivot columns
Group By data
Ranking
Conditional Column with IF
Append Queries
Merge Queries (Comparing tables and get Latest updated Price)
Data and Time Transformation in Power Query

Data Model in Power Pivot
One to Many relationships
DAX Measure
When to use Standard Pivot versus Power Pivot

Histogram
Forecasting with Moving Average
Correlation, Linear Regression
BoxPlot – IQR, Outliers
Interpreting Reports – Pivot Table

Effective From: 14/06/2024

WSQ SINGAPORE WORKFORCE SKILLS QUALIFICATIONS

Adobe AUTHORIZED Training Center

edutrust SINGAPORE PROVISIONAL
Cert No.: EDU-3-3168
Validity: 30/04/2024 - 29/04/2025

Genetic Computer School Pte Ltd
CPE/UEN No: 198902296M
Registration Validity Period:
24 June 2023 – 23 June 2027

Call 63397588 or email contact@genetic.edu.sg

Assessment
- Written Assessment
- Practical Assessment

Subsidy

2 days – Data Analytics using Excel 365, 2021 – level 3 TGS-2023019361			
	Singapore Citizens and Singapore Permanent Residents	Employer-sponsored and self-sponsored Singapore Citizens aged **40 years old and above**	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	$520.00	$520.00	$520.00
SkillsFuture Funding	$260.00	$364.00	$364.00
Total Nett Fee	$260.00	$156.00	$156.00
GST (9% x $520)	$46.80	$46.80	$46.80
Total Fee Payable to Genetic Computer School Pte Ltd	**$306.80**	**$202.80**	**$202.80**
Age Group	**SC 21-39 years old and PR**	**SC 40 years old and above**	**Small Medium Enterprise**

Eligible for Claim Period: 07/03/2023 – 06/03/2025

Please refer to the below link for the Refund Table for SkillsFuture Courses:
https://www.genetic.edu.sg/refund-for-skillsfuture-courses/

Participant need to pass the test to get subsidy
SSG Advice:
Student must achieve 75% Course attendance, and also pass the assessment to be eligible for SSG Funding.

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

PSEA Funding is available for student aged 18-30 Years old (Please call PSEA Hotline 62600777 to check your balance).
We are pleased to share the following information on the new PSEA Ad Hoc Withdrawal FormSG Application:
- **Using only own PSEA: http://go.gov.sg/psea-withdrawal-tp**
- **Using Sibling's PSEA: http://go.gov.sg/psea-withdrawal-tps**

Note: Student must bring thumbdrive during the lesson.