

**It's all about  
Analytics!**



# **Advanced Analytics using Excel**

**IBF Accredited Course  
SkillsFuture Claimable**

This course is designed for learners who wish to design storyboards and data displays to communicate key insights, trends and findings derived from data, incorporating new and advanced visualization techniques and messaging aligned to business needs and audience.

**Course Fee (Before Funding): \$750 (excl. GST)**

**Course Fee (After Funding): \$80.25 - \$277.50 (incl. GST)**

**Start your data journey with us.**

**Course Duration**  
**16 hours**



## **What You'll Learn**

This course provides participants with the knowledge and skills to work with raw data, perform data wrangling, build data models and analyze data with business cases using Microsoft Excel. Participants will learn to use Excel gather data, shape the data, use data models and create interactive reports.

Through this course, participants can learn that Excel is a powerful tool as well and can help centralize, simplify, and streamline data tasks efficiently at a small scale.

Learn Excel functions, data aggregation, pivot tables, and other advanced analytics features that Excel has to offer!

## **Pre-requisites**

Workplace Literacy (Advanced Literacy) Level 4-5

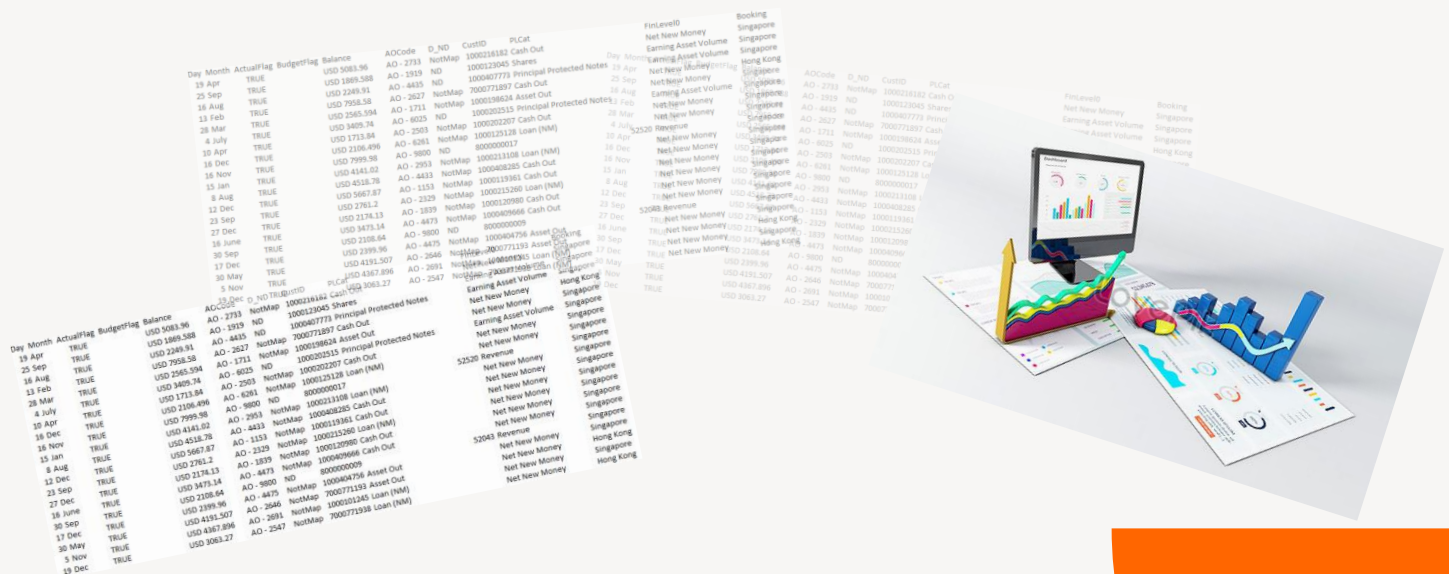
Basic English Literacy

Basic knowledge of Excel would be beneficial

# Key-Takeaways!

After going through the course, participants will:

- Be able to work with and shape data on Excel
- Be able to understand why Excel Functions are powerful
- Be able to control the transformation of data
- Be able to summarize and aggregate data efficiently
- Be able to have a grasp over data analytics
- Be able to build interactive reports for analysis
- Experience varying business cases from different perspectives



# Course Outline

## WORKING WITH FUNCTIONS

### Logical and Aggregation Functions in Excel

In this module the learners will learn about various data transformation functions and will be able to apply the relevant function based on their use case with their own data.

- Logical functions: SUMIF, AVERAGEIF, IFS, and others
- Aggregation functions: SUM, AVERAGE, AGGREGATE, and others
- Additional functions for data transformation

### Referencing - Lookup & Handling Errors

In this module the learners will learn about various lookup functions as well as on how to handle errors.

- VLOOKUP
- HLOOKUP
- IFERROR

### Advanced Lookup Functions

In this module the learners will learn XLOOKUP, FUZZY LOOKUP, partial lookup using wildcards as well as lookup using INDEX and MATCH. The learners will be able to understand the usage of the various lookup functions and its applications.

### Date Functions

In this module the learners will get comfortable with different date functions like NETWORKDAY.INTL, WORKDAY.INTL and how to handle data related to the calendar.

### Working with Text

In this module the learners will learn to apply different text functions for data transformation.

- Split columns with delimiters
- Text functions: TEXTJOIN, CONCAT and others

## Subtotal and Grouping

This module will allow the learners to learn powerful features to summarize and organize the data for analysis.

## ANALYZING DATA WITH EXCEL

### Pivot Tables

By the end of this module, the learners will get a hands-on experience working on pivot table and the various components of pivot tables. Additionally, the learners will also learn how to perform quick analysis.

- Data summarization using pivot tables
- Quick analysis using sparkline charts
- Top N Filtering using LARGE Function

### Data Modelling and Visualization – Power Query and Charts

By the end of this module, the learners will get an understanding of ETL process, get comfortable in extracting data from multiple sources both live and static, cleaning them in power query and finally loading them in Excel. The learners will also learn to create an interactive dashboard for detailed analysis.

### Advanced Data Analytics

By the end of this module, the learners will get an understanding of ETL process, get comfortable in extracting data from multiple sources both live and static, cleaning them in power query and finally loading them in Excel. The learners will also learn to create an interactive dashboard for detailed analysis.

- What If Analysis and Scenario Manager
- Statistical analysis using Descriptive Statistics
- Correlation analysis to identify relationships
- Forecasting in Excel

## Funding Information (Upto 30<sup>th</sup> June 2022)

### For Self-Sponsored Individuals (Upto 30<sup>th</sup> June 2022)

	For Singaporeans below 40 & Singapore PR of all age groups (80% Funding Support)	For Singaporeans 40 and above (90% Funding Support)
Original Course Fee	\$750	\$750
7% GST	\$52.50	\$52.50
Enhanced Funding Support	\$642.00	\$722.25
<b>Total fee payable</b>	<b>\$160.50</b>	<b>\$80.25</b>

### For Company-Sponsored Individuals (Upto 30<sup>th</sup> June 2022)

	For Singaporeans below 40 & Singapore PR of all age groups (80% Funding Support)	For Singaporeans 40 and above (90% Funding Support)
Original Course Fee	\$750	\$750
7% GST	\$52.50	\$52.50
Enhanced Funding Support	\$600.00	\$675.00
<b>Total fee payable</b>	<b>\$202.50</b>	<b>\$127.50</b>

Training Allowance Grant (TAG) at \$10/training hour for eligible company-sponsored individuals is paid out after course completion	On successfully completing the course <b>\$160</b>
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*\*Participants need to clear the assessment and acquire the minimum attendance to be eligible for the funding*

## Funding Information (From 1<sup>st</sup> July 2022)

### For Self-Sponsored Individuals (From 1<sup>st</sup> July 2022)

	For Singaporeans below 40 & Singapore PR of all age groups (70% Funding Support)	For Singaporeans 40 and above (90% Funding Support)
Original Course Fee	\$750	\$750
7% GST	\$52.50	\$52.50
Funding Support	\$561.75	\$722.25
<b>Total fee payable</b>	<b>\$240.75</b>	<b>\$80.25</b>

### For Company-Sponsored Individuals (From 1<sup>st</sup> July 2022)

	For Singaporeans below 40 & Singapore PR of all age groups (70% Funding Support)	For Singaporeans 40 and above (90% Funding Support)
Original Course Fee	\$750	\$750
7% GST	\$52.50	\$52.50
Funding Support	\$525.00	\$675.00
<b>Total fee payable</b>	<b>\$277.50</b>	<b>\$127.50</b>

*\*Participants need to clear the assessment and acquire the minimum attendance to be eligible for the funding*



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