

**It's all about  
Analytics!**



# **Basics of Excel Analytics**

**IBF Accredited Course  
SkillsFuture Claimable**

This course is designed for learners who wish to use Microsoft Excel effectively in the business and at home. You will learn how use the various formulas and functions, create charts and tables to manage, transform and analyse data. In addition, learners will be able to select appropriate visualisation techniques to translate data insights into visual and narrative formats into compelling messages and reflect data findings.

**Course Fee (Before Funding): \$650 (excl. GST)**

**Course Fee (After Funding): \$69.55 - \$240.50 (incl. GST)**

**Start your data journey with us.**

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



## **What You'll Learn**

This course provides participants with the basic knowledge and skills in Microsoft Excel. Participants will learn to work with the Excel interface, apply basic functions and formula, learn to create simple charts and understand features that can help them work with data more efficiently.

Through this course, participants can learn that Excel is a powerful tool as well and can apply their basic learning in day to day tasks.

After going through this course, participants can confidently move on to the next advanced level of Excel.

## **Pre-requisites**

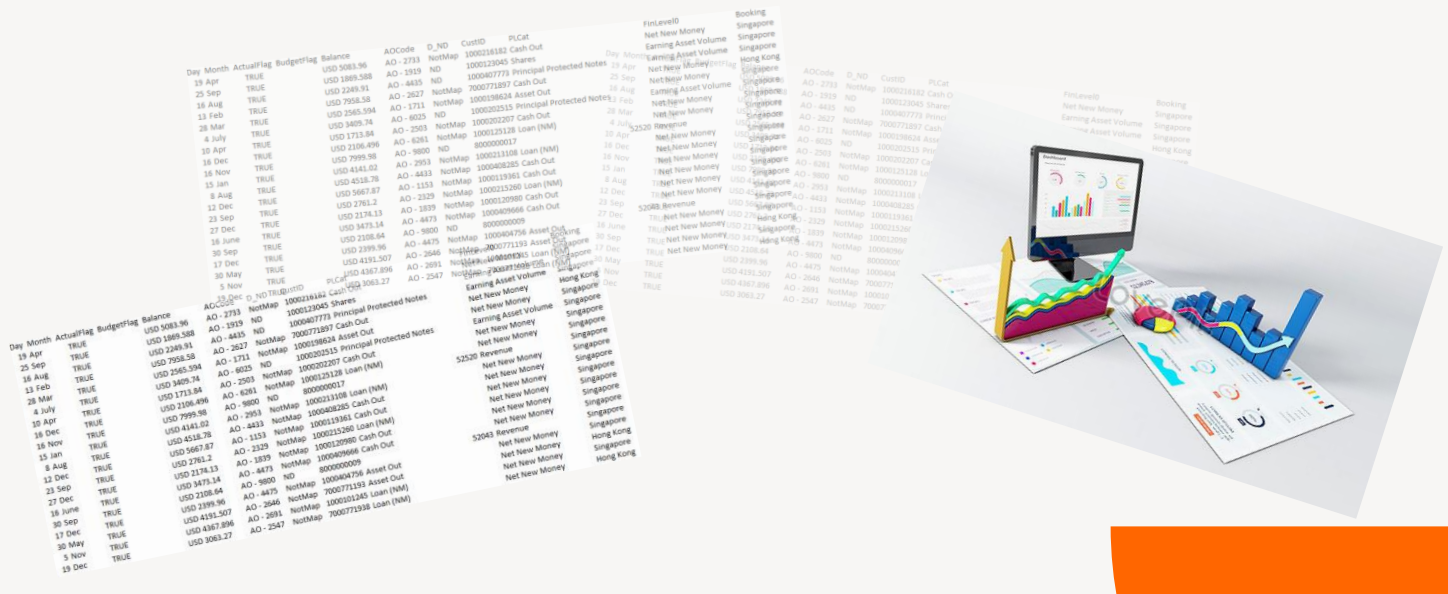
Workplace Literacy (Advanced Literacy) Level 4-5

Basic English Literacy

# Key-Takeaways!

After going through the course, participants will:

- Be able to work with basic functions on Excel
- Be able to understand why Excel Functions are powerful
- Be able to apply functions on simple data
- Be able to create charts and explain data better
- Be able to have a grasp over how to use Excel for day-to-day tasks



# Course Outline

## Recap: Basic Excel Interface + Shortcuts in Excel

In this module the learners will recap the main parts of the Excel Interface and learn the basic shortcuts required to navigate around Excel easily.

## Basic Formulae and Functions

In this module the learners will learn about the basic formulae and functions used in Microsoft Excel.

## Data Preparation

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.

## Lookup Functions

In this module the learners will learn the various lookup functions like VLOOKUP and HLOOKUP. The learners will also learn IFERROR to handle errors.

## Data Summary and Visualization

In this module the learners will get a hands-on experience working on pivot table and the various components of pivot tables. The learners will also learn how to create charts which can further be used to create dashboards.

## Advanced Data Analytics

In this module the learners will learn about features in Excel that can enhance data reports and analyse data to gather business insights.

## 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	\$650	\$650
7% GST	\$45.50	\$45.50
Funding Support	\$486.85	\$625.95
<b>Total fee payable</b>	<b>\$208.65</b>	<b>\$69.55</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	\$650	\$650
7% GST	\$45.50	\$45.50
Funding Support	\$455.00	\$585.00
<b>Total fee payable</b>	<b>\$240.50</b>	<b>\$110.50</b>

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

# What's next?

## Advanced Analytics using Excel

[Click Here](#)

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.

## Data Analytics using PowerBI

[Click Here](#)

Microsoft PowerBI is a leader in Business Intelligence and Analytics! It is a very widely used BI tool in organizations, and being able to do accurate and efficient analysis is an asset. In this course learn through hands-on workshops and demonstrations, how you can embark on the PowerBI journey today!



# Join us & launch your career in data science.

It's time to upskill for the Industry 4.0

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