



Course Code: C1288

5 Days Excel Specialization

COURSE INFORMATION

Sessions
5 days

Duration
37.5 hrs

Level
Beginner

Assessment
NA

VENUE

12 Woodlands Square #07-85/86/87 Woods Square Tower 1, Singapore 737715. 5 mins walk from Woodlands (NS9) MRT station.

The venue is disabled-friendly.

WHAT'S THIS COURSE ABOUT

Day 1

Topic 1: Basic Excel Training

Topic 1.1 Getting Started with Excel

Explore Excel user interface

Manage Worksheets

Manage Rows and Columns

Manage Data

Topic 1,2 Basic Data Analysis using Excel

Overview of Formulas and Functions

Use IF functions to analyse data

Use Lookup and Reference functions to extract data

Aggregate functions - COUNTIF, AVERAGEIF, SUMIF

Topic 1.3 Basic Data Visualisation using Excel

Create chart

Basic chart types

Format chart elements

Other chart types - Treemap, Sunburst...

COURSE FEE

Full Fee S\$1,500.00 Before GST

GST S\$135.00 9% of fee

Total Payable S\$1,635.00 Including GST

CERTIFICATION

- **Certificate of Completion from Tertiary Infotech** - Upon meeting at least 75% attendance and passing the assessment(s), participants will receive a Certificate of Completion from Tertiary Infotech.

REGISTRATION

<https://www.tertiarycourses.com.sg/4-days-excel-specialization.html>



SCAN TO REGISTER

SUPPORT

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