



Course Code: C1304

Basic Excel Training

COURSE INFORMATION

Sessions
1 day

Duration
7.5 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

Topic 1 Getting Started with Excel

Explore Excel user interface

Manage Worksheets

Manage Rows and Columns

Manage Data

Topic 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 3 Basic Data Visualisation using Excel

Create chart

Basic chart types

Format chart elements

Other chart types - Treemap, Sunburst, Histogram, Pareto, Box plot, and Waterfall...

COURSE FEE

Full Fee S\$350.00 Before GST

GST S\$31.50 9% of fee

Total Payable S\$381.50 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/basic-excel-training.html>



SCAN TO REGISTER

SUPPORT

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