ICDL

ADVANCED SPREADSHEETS

[TGS-2020504085]

SSTC school of Professional Development
A DIVISION OF SSTC INSTITUTE

CERTIFIED SKILLS FOR A DIGITAL WORLD

PERFORM ADVANCED SPREADSHEET FUNCTIONS
(ICDL ADVANCED SPREADSHEETS)

- Advanced Formatting of Cells and Worksheets
- Effective Use of Formulas and Functions
- Advanced Chart Creation and Formatting
- Data Analysis
- Validating and Auditing Cell Entries
- Enhancing Productivity
- Collaborative Editing

GLOBALLY RECOGNISED STANDARD

SSG APPROVED & SFC ELIGIBLE

OVER 16 MILLION PEOPLE CERTIFIED WORLDWIDE

DIGITAL SKILLS FOR OCCUPATIONAL EFFECTIVENESS

ENQUIRE NOW!

+65 6235 5685
info@sstc.edu.sg

TRAINING LOCATION CONNECTED TO HARBOURFRONT MRT (NE1/CC29) EXIT B

edutrust SINGAPORE
Cert No. : EDU-2-2049
Validity : 08/05/2021 - 07/05/2025

SSTC Institute
Reg No. 200402964R
Validity: 20/05/2019 - 19/05/2023

MODULE GOALS

Successful candidates will be able to:

- ☑ Apply advanced formatting options such as conditional formatting and customised number formatting and handle worksheets.
- ☑ Use functions such as those associated with logical, statistical, financial and mathematical operations.
- ☑ Create charts and apply advanced chart formatting.
- ☑ Work with tables and lists to analyse, filter and sort data. Create and use scenarios.
- ☑ Validate and audit spreadsheet data.
- ☑ Enhance productivity by working with named cell ranges and macros.
- ☑ Use linking, embedding and importing features to integrate data.
- ☑ Compare and merge spreadsheets. Apply spreadsheet security features.

COURSE CONTENT

1. FORMATTING
   - 1.1 Cells
   - 1.2 Worksheets
2. FORMULAS AND FUNCTIONS
   - 2.1 Using Formulas and Functions
3. CHARTS
   - 3.1 Creating Charts
   - 3.2 Formatting Charts
4. ANALYSIS
   - 4.1 Using Tables
   - 4.2 Sorting and Filtering
   - 4.2 Scenarios
5. VALIDATING AND AUDITING
   - 5.1 Validating
   - 5.2 Auditing
6. ENHANCING PRODUCTIVITY
   - 6.1 Naming Cells
   - 6.2 Paste Special
   - 6.2 Linking, Embedding and Importing
   - 6.2 Automation
7. COLLABORATIVE EDITING
   - 7.1 Reviewing and Security

COURSE DETAILS

DURATION

23 training hours

1 assessment hour

MODE OF TRAINING

Full Time/Part Time

COURSE LANGUAGE

English

ENTRY REQUIREMENTS

Demonstrate listening, speaking, reading, and writing skills (English) at a level equivalent to Employability Skills System (ESS) Literacy Level 4

Demonstrate numeracy skills at a level equivalent to Employability Skills (ESS) Numeracy Level 4

COST COMPONENTS PER TRAINEE

Course Fee (excluding GST)	$540.00
Goods and Services Tax	$37.80
TOTAL	$577.80

ICDL COURSES@SSTC

- Word Processing
- Advanced Word Processing
- Spreadsheets
- Presentation
- Advanced Presentation
- Online Collaboration
- Digital Marketing
- Secure Use of IT
- Image Editing (Photoshop)
- ICT in Education