

# ICDL Perform Advanced Spreadsheet Functions (Advanced Excel 2016) (Synchronous E Learning) (ES-FSI-302G-1)

*Participants will be awarded the ICDL Certificate upon successful completion of the course and pass the assessment.*

## Course Objective

ICDL Advanced Spreadsheets is a high level certification programme which presents learners with the opportunity to bring their spreadsheet skills to an expert level. This allows them to use the full potential of the spreadsheet application to produce higher quality management information.

## Prerequisites

Participant should have basic training and knowledge before proceed to advanced level

## Course Outline

### ➤ Cells

- Apply an autoformat/table style to a cell range.
- Apply conditional formatting based on cell content.

### ➤ Using Functions and Formulas

- Use mathematical functions: rounddown, roundup, sumif
- Use statistical functions: countif, countblank, rank
- Use text functions: left, right, mid, trim, concatenate
- Use Financial functions: fv, pv, pmt
- Use lookup functions: vlookup, hlookup
- Use database functions: dsum, dmin, dmax, dcount, daverage

### ➤ Creating Charts

- Create a combined chart like: column and line, column and area
- Change the chart type for a defined data series

### ➤ Formatting Charts

- Re-position chart title, legend, data labels.
- Change scale of value axis: minimum, maximum number to display, major interval
- Format columns, bars, pie slices, plot area, chart area to display an image

### ➤ Using Tables

- Create, modify a pivot table/datapilot.
- Modify the data source and refresh the pivot table/datapilot.
- Filter, sort data in a pivot table/datapilot.
- Use one-input, two-input data tables/multiple operations tables
- Sort data by multiple columns at the same time
- Apply advanced filter options to a list
- Create a customized list and perform a custom sort

### ➤ Scenarios

- Create named scenarios.
- Show, edit, delete scenarios.
- Create a scenario summary report.

### ➤ Automation

- Run a macro

Please refer to SNEF website for available dates  
 Duration (24 hrs) : Day 1 & 2: 8.30am to 6.00pm  
 Day 3: 8.30am to 4.30pm  
 Mode of training : Online e learning using Zoom  
**Register online at SNEF website [www.snef.org.sg](http://www.snef.org.sg)**  
 Click on Training > Programmes & Courses > SNEFdigital

- Record a simple macro like: change page setup, apply a custom number format, apply autoformats to a cell range, insert fields in worksheet header, footer

### ➤ Validating and Auditing

- Set, edit validation criteria for data entry in a cell range like: whole number, decimal, list, date, time
- Trace precedent, dependent cells, identify cells with missing dependents

- ❖ **80% Course Fee Subsidy, capped at \$17/hr (SC aged ≤ 39/SPR)**
- ❖ **90% Course Fee Subsidy, capped at \$25/hr (SC aged ≥ 40/ SMEs)**
- ❖ **Absentee Payroll**  
**80% of hourly basic salary, capped at \$4.50/hour for non-SMEs and \$7.50/hour for SMEs.**

SME	NON-SME	SELF-SPONSORED	Full Course Fee	Training Grant	Amount Payable
- All SC & SPR	→	→	\$588.50	- \$495.00 =	<b>\$93.50</b>
⊗ - SC aged ≤ 39	→	→	\$588.50	- \$408.00 =	<b>\$180.50</b>
- All SPR	→	→	\$588.50	-	

*All prices stated are inclusive of 7% GST*

**SC** : Singapore Citizen

**SPR**: Singapore Permanent Resident

⊗ : Not Applicable

**SMEs are defined as companies with**  
 (i) at least 30% local shareholding; AND  
 (ii) Group annual sales turnover of not more than \$100 million OR Group employment size of not more than 200 employees.

### Funding Eligibility

In order to enjoy the funding, participants need to fulfill the following requirements:

1. Singapore Citizens or Permanent Residents (PR) of Singapore
2. Attain at least 75% course attendance
3. Successfully complete assessment & certified as competent
4. Participant has not enjoyed funding for the same course before
5. For company-sponsored participants, training is fully sponsored by companies, which are registered or incorporated in Singapore

## Enquiries:

Vincent Sim DID: 6827 6919 / Training hotline: 6827 6927

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