

ICDL Perform Spreadsheet Functions (Excel 2016) (Synchronous E Learning) (ES-FSI-104G-1)

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

Course Objective

This module enables learners to understand the concept of spreadsheets and to demonstrate the ability to use a spreadsheet application. Learners will understand and be able to accomplish tasks associated with developing, formatting, modifying and using a spreadsheet.

Prerequisites

This course is intended for learners with some knowledge of using a spreadsheet application.

Course Outline

> Cells

- Edit cell content, modify existing cell content.
- Use the replace command for specific content in a worksheet.
- Move the content of a cell, cell range within a worksheet, between worksheets, between open spreadsheets

> Using Functions and Formulas

- Create formulas using cell references and arithmetic operators.
- Understand and use relative, absolute cell referencing in formulas
- Use sum, average, minimum, maximum, count, counta, round functions
- Recognise good practice in formula creation

> Creating Charts

- Create different types of charts from spreadsheet data: column chart, bar chart, line chart, pie chart
- Add a secondary axis to a chart

> Editing Charts

- Change chart area background colour, legend fill colour
- Change the column, bar, line, pie slice colours in the chart
- Change font size and colour of chart title, chart axes, chart legend text.

> Formatting

- Apply text wrapping to contents within a cell, cell range
- Copy the formatting from a cell, cell range to another cell, cell range
- Format cells to display a date style, to display a currency symbol

> Prepare Outputs

- Adjust page setup to fit worksheet contents on a specified number of pages
- Insert and delete fields: page numbering information, date, time, file name

> Check and print

- Apply automatic title row printing on every page of a printed worksheet
- Check and correct spreadsheet calculations and text.

- ❖ **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 | | | \$572.45 | \$481.50 | \$90.95 |
| | - SC aged ≥ 40 | | | | |
| | | - SC aged ≤ 39 | \$572.45 | \$408.00 | \$164.45 |
| | | - All SPR | | | |

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

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
Click on Training > Programmes & Courses > SNEFdigital

Enquiries:

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