



Course Outline

Excel Data Analysis for HR Professionals

Prerequisites:

- Successful completion of our Formulas and Functions for HR course OR must have some experience of working with Excel formulas and functions.
- Proficiency in Windows environment with excellent mouse skills.

Platform:

- Windows PC:
Excel 365/2019/2016/2013
- Our Excel training may not work with Mac computers. In the past, Mac users have taken our training and applied it to their Mac environment on their own.

What is covered in the course?

- Excel as a List Database. A typical download from an HRIS system.
- Advantages of formatting HR Data as Excel Table
- Filtering HR Data with multiple options including colour
- Employing Multi-Level and Horizontal Sort for analysis.
- Summarizing HR data with Subtotal functionality
- Creating a Custom List for a special Custom Sort
- Extracting information from HR database using a complex query (Advanced Filter)
- Forecasting and trend analysis for workforce planning using Excel Trendline
- Analysis of training budget data visually using- Sparklines
- Employing Data Validation rules to reduce errors and frauds
- Importing Data into Excel from other sources.
- Using the TRIM Function to cleanup HR database
- Using Conditional Formatting to monitor data for compliance
- Using Advanced Conditional Formatting to highlight and isolate specific data rows
- Using PivotTable to track and summarize key indicators, metrics and financial data.
- Creating a PivotTable Report from scratch
- PivotTable - Drilling down to View Details
- PivotTable - Creating a Calculated Field
- PivotTable - Displaying Percentage of Column/Parent Totals and Ranking
- PivotTable - Grouping Numeric and Date values
- PivotTable - Creating a Pivot Chart
- PivotTable - Formatting Reports
- PivotTable - Creating Filter Page Reports

Please note: To keep our course content most relevant, we may modify the course outline from time to time based on the feedback received from the past participants. Please check the latest just before registering.