

Microsoft Excel for HR Professionals

Course Code: ASKHR7

Course Duration: 1 day (8 hours), 9:00am - 5:00pm

Course Fee: \$299.60 (Inc. GST) per participant, SDF grant entitled

Course Date: Refer to <http://asktraining.com.sg/calendar>

Course Objectives: By the end of the course, you would be equipped with practical skills and techniques of Excel functions to manage HR data efficiently. The training focuses on relevant HR examples so that you can understand and apply them effectively.

Target Audience: This course is designed for HR professionals and Microsoft Excel users who needs to perform calculations, summaries and data management in HR environment.

Participants learn and apply the Excel functions to manage staff records such as leaves, OT rates, Working Days, Payrolls and Training records. For the Advanced Excel functions, participants would be able to illustrate Management KPI with PivotTable & Slicer, HR Budgets on events and Compensation & Benefits of the organisation.

Pre-requisite: Basic to Intermediate Microsoft Excel user

Course Outline:

Getting Data into Excel

- Importing External Data
- Managing Connections
- Updating Source Data
- Creating Links

Highlighting Critical Data

- Applying Conditional Formatting
- Managing Rules

Essential HR Formulas & Functions

- Using IF Functions
- Nesting IF Functions
- Combining Conditions using AND and OR Functions
- Lookup Functions (VLOOKUP, HLOOKUP, INDEX and MATCH)
- Performing Conditional Count, Sum and Average Calculations
- Calculating Date Difference using DATEDIF
- Using Common Text Functions

Ensuring Data Validity, Protection and Collaborating

- Applying Data Validation
- Enforcing Worksheet and File Protection
- Applying Sharing
- Tracking and Reviewing Changes

Analyzing Database with PivotTable and PivotChart

- Creating Multiple Summaries
- Grouping PivotTable Items
- Using Slicers to Filter
- Working with Report Filters
- Extracting Records
- Creating PivotChart