



Excel for HR Professionals Course

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1. Entering Data & Basic Functions:

- Entering Text
- Adding and Deleting Cells
- Adding a Hyperlink
- Add WordArt to a Worksheet
- Using AutoComplete
- Entering Text and Using Auto Complete
- Entering Numbers and Dates
- Using the Fill Handle

2. Advanced Formulas:-

- Using the IF Function to calculate various functions within HR
- Using the PMT Function for loans to employees
- Using the LOOKUP Function for vendor management
- Using the CONCAT function
- Using the TRANSPOSE Function
- Linked Transpose
- Using the PROPER, UPPER, and LOWER Functions
- Using Date Functions
- Using the YEAR, MONTH, and DAY Functions
- Using the V-lookup Functions

3. Conditional Formatting

- Highlighting cells with rules
- Highlighting duplicates in case needed
- Putting in calendars and timelines
- Applying present templates
- Applying rules
- Work with commands

4. Advanced Pivots

- Learn Basic Pivots PivotTable – Creation
- Creating a PivotTable from a Data Range
- Creating Pivot Tables Using Shortcuts



- Advanced PivotTable Functionality
- Inserting Slicers
- Multi-Select Option in Slicers
- PivotTable Enhancements
- Working with Pivot Tables
- Inserting Pivot Charts
- Advanced Features & Calculated Fields
- Adding Fields to the PivotTable

5. Data Validations

- Data Validation & Using Drop Down Function
- Restricting Input Values of a Cell
- Using Data Validation
- Inserting Custom Error Text

6. Payroll Management

- Using IF function
- Sum, sumif, count, countif, sumifs and countifs
- Nested if
 - Function for thousands of salary slips at one click of button
 - Inserting checks for validation

7. Macros – Recording, Running, Assigning & Deleting

- Recording of Macros
- Macro Securities
- Assigning Macros to different controls

8. Graphical Representation:-

- Working with Charts
- Editing Charts
- Using Chart Tools
- Using Quick Analysis Tool
- Add Objects
- Format Objects
- Showing & Hiding Legends
- Showing & Hiding Chart Titles
- Adding Pictures to a Chart
- Formatting Charts

9. Vendor Management

- Lookup function for vendor management



- Vlookup
- Hlookup
- Handling error functions for vlookup

10. Others

- Linking cells
- Tracing cells
- Error checking
- Tracking formulas
- Worksheet protection
- Dashboard making
- Creating MIS

11. Customizable as per Requirement

- These are set courses. We can customize as per requirement.