

SIMPLIFIED HR REPORTS WITH EXCEL

Duration: 2 Days; Instructor-led

WHY ATTEND?

This program aims to simplify the task of human resource personnel who deal with various types of data, ranging from recruitment, compensation, employee benefit, workforce planning and development programs.

It is particularly useful in HR workloads where the HR practitioner needs to perform calculation for salary adjustments and bonus. They will be exposed to "what if" analysis when it comes to a collective agreement on negotiation for bonus, salary and increment proposals for management.

Impress your management with the right techniques and skills on how to manage HR data efficiently and to perform the right analysis.

TARGET AUDIENCE:

- Human Resource Professionals and Executive who do
 - Create HR reports
 - Deal with various types of data
 - Handle bonus and salary computation
 - Perform "What If" analysis
- Those keen to understand and utilize Microsoft Excel in human resource management

PREREQUISITES:

Basic Microsoft Windows knowledge is essential with the following pre-requisites:

- Able to switch between task applications
- Able to "Create", "Save", "Open" and "Print" spreadsheet
- Able to use "Undo" or "Redo" function
- Able to print a spreadsheet with headers and footers added
- Able to create simple formulas (addition, subtraction, multiplication and division)
- Able to create simple functions (Sum, Average, Count, Max & Min)

METHODOLOGY:

- This program will be conducted with interactive lectures and hands-on application for each participant.
- The Instructor will demonstrate all techniques using simple but realistic HR examples that enable participants apply what they learnt into their work.
- Sessions will include discussions, practical class work and Q & A session.
- Each participant will be assigned to a PC.

HOW WILL YOU BENEFIT:

Upon completion of this program, participants will:

- Have a better comprehension on how functions work in Excel
- Be better able to handle text data
- Maximize the benefits of filters
- Be more confident in creating Excel reports
- Know how to use validation to ensure database integrity
- Be able to make fast decision with the use of the logical function
- Learn how to extract relevant data with LOOKUP functions
- Ensure they obtain data consistency with functions
- Analyzing Data with Statistical and Math Functions
- Work with Date Functions
- Know how to explore various possibilities with "What IF analysis"?
- Merging Data from Multiple Worksheets
- Know how to analyzing data with pivot table
- Identify the differences between custom formatting vs. conditional formatting
- Gain confidence and learn valuable tips

COURSE OUTLINES

Module 1 - Formula Guidelines

- Where To Place \$ Sign In Formulas
 - Relative Addressing
 - Absolute Addressing
 - Mixed Addressing

Module 2 - Eliminate Unwanted Data

- Working with Tables
- Data Sorting
 - Sorting Data in a Table
- Working with Filters
 - What is an AutoFilter?
 - Adding a Total Row
- Removing Duplicate Records/Data
 - Cleaning up Duplicate Records

Module 3 - Extract Relevant Data With LOOKUP Functions

- What Are Lookup Functions?
 - VLOOKUP or HLOOKUP Function
- Index & Match Function
 - Match Function
 - Index Function

Module 4 - Making Fast Decision With Logical Function

- Using Logical Function
 - IF Function
 - IFERROR Function

Module 5 - Ensuring Data consistency With Functions

- Using Text Function
 - UPPER Function
 - LOWER Function
 - PROPER Function

Module 6 - Using Validation To Ensure Database Integrity

- What Is Data Validation?
- Validating Your Data
- Types of Validation
- Error Alert

Module 7 - Analyzing Data With Statistical And Math Functions

- Averagea Function
- Countif vs. Countifs
 - COUNTIF Function
 - COUNTIFS Function
- Averageif vs. Averageifs
 - AVERAGEIF Function
 - AVERAGEIFS Function
- Sumif vs. Sumifs
 - SUMIF Function
 - SUMIFS Function

Module 8 - Working With Date Functions

- Calculation Between Dates
 - Date Calculation
 - Use DATE Function
 - Calculate a Period of Time between Two Dates

Module 9 - Exploring Various Possibilities With "What IF Analysis"?

- What Is "What IF Analysis"?
 - Working with Scenarios
 - Working with Data Table
 - Working with Goal Seek
 - Working with Solver

Module 10 - Merging Data From Multiple Worksheets

- What is Data Consolidation?
 - Ways To Consolidate Data

Module 11 - Analyzing Data With Pivot Table

- What is Pivot Table?
 - Common Pivot Table Practice
 - Creating Pivot Table

Module 12 - Working With Text Files

- Split Names By Using The Convert Text To Columns Wizard
- Working Text Function
 - Remove Extra Spaces with the TRIM Function
 - Remove Non-Printing Characters with the Clean Function

- Combining Text using Concatenate Function

Module 13 - Useful Tips

- Paste Special Options
 - Paste Value
 - Paste Link
 - Paste Transpose
- Be a Pro with Effective Formatting
 - Conditional Formatting