



Course Outline

Excel Data Analysis for HR & Admin Professionals

Prerequisites:

- Successful completion of our **Formulas and Functions for HR** course.
- Proficiency in Windows environment with excellent mouse skills.

Platform:

- Windows PC with 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. Looking at a typical download from HRIS.
- Advantages of formatting HR data as an Excel Table.
- Filtering HR data with multiple options including colour.
- Employing Multi-Level and Horizontal sorts for analysis.
- Summarizing HR data with Subtotal command.
- Creating a Custom List for a Custom Sort.
- Extracting information from HR database using a complex query (Advanced Filter).
- Trend Analysis with forecasting for workforce planning.
- Visual analysis of training budget data using Sparklines.
- Employing Data Validation rules to reduce errors and frauds.
- Importing Data into Excel from other data sources.
- Using the TRIM Function to cleanup HR database.
- Using Conditional Formatting to monitor data for compliance.
- Using Advanced Conditional Formatting to sort and filter data visually.
- Using PivotTable to track key indicators and summarize HR data.
- Creating a PivotTable report from scratch.
- PivotTable-Drilling down to view details.
- PivotTable-Creating a Calculated Field.
- PivotTable-Displaying data as percentage of Column or Parent Total.
- PivotTable-Applying Ranking for analysis.
- PivotTable-Grouping numeric and date values for better insight into data.
- PivotTable-Creating a Pivot Chart.
- PivotTable-Formatting Reports.
- PivotTable-Creating Report Filter pages.
- Creating a Dynamic HR Dashboard for key indicators.

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.