



The Modern Excel for HR Professionals



Table



Slicer



PivotTable



PivotChart



Interactive Dashboards

Data Model

DAX

Power Pivot

Power Query

Power BI



Excel Online



Table of Contents

HR Professionals– The All-Encompassing Skills	3
Duration	3
Objectives	3
Outline of Excel for HR Professionals Course	4
1. Excel Basics for HR	4
1.1 Introduction to Excel for HR	4
1.2 Excel as a Dashboard Tool	4
1.3 Examples of Effective Dashboards	4
2. Data Management and Analysis in HR	4
2.1 Data Entry and Organization	4
2.2 Importing External Data	4
2.3 Data Validation and Quality Checks	4
3. Advanced Data Analysis in HR	5
3.1 Advanced Filtering and Sorting	5
3.2 VLOOKUP and HLOOKUP for HR	5
3.3 Date and Time Functions	5
4. HR Reporting and Dashboard Creation	5
4.1 Designing HR Dashboards	5
4.2 Building HR Dashboards in Excel	5
4.3 Advanced Dashboard Techniques	5
5. HR Analytics and Metrics	5
5.1 Introduction to HR Analytics	5
5.2 Using Excel for HR Analytics	6
5.3 Predictive Analytics in HR	6
6. Advanced HR Data Management	6
6.1 Advanced Excel Functions for HR	6
6.2 Excel Templates for HR Processes	6
6.3 Data Security and Privacy in HR	6
7. HR Automation with Macros	6
7.1 Introduction to Macros in HR	6
7.2 Advanced Macro Techniques for HR	6
7.3 Building HR Applications with Excel	6
8. Real-world HR Applications and Case Studies	7
8.1 Industry-specific HR Applications	7
8.2 HR Analytics in Action	7
8.3 Expert Panel Discussion and Q&A	7



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HR Professionals– The All-Encompassing Skills

A customizable course according to your company's requirements.

Duration

8 hours

Objectives

1. Introduction to Excel Dashboards
2. Data Preparation for Dashboards
3. Essential Excel Functions for Dashboards
4. Basic Visualization Techniques
5. Intermediate Visualization Techniques
6. Dashboard Layout and Composition
7. Dashboard Interactivity and Navigation
8. Advanced Dashboard Features
9. Dashboard Performance Optimization
10. Real-world Applications and Case Studies

This a completely hand-on lecture! No PowerPoint- students will be practicing on SharePoint and excel throughout the lecture.



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Outline of Excel for HR Professionals Course

1. Excel Basics for HR

1.1 Introduction to Excel for HR

- Overview of Excel's role in HR functions
- Key features and applications for HR professionals

1.2 Excel as a Dashboard Tool

- Basic functions for data entry and manipulation
- Formatting techniques for HR-related documents

1.3 Examples of Effective Dashboards

- Keyboard shortcuts for efficient data handling
- Navigating Excel quickly for HR tasks

2. Data Management and Analysis in HR

2.1 Data Entry and Organization

- Structuring HR data for efficient use in Excel
- Best practices for data validation and cleanliness

2.2 Importing External Data

- Introduction to sorting, filtering, and basic data analysis
- Using Excel tables for dynamic data management

2.3 Data Validation and Quality Checks

- Creating basic HR metrics and reports in Excel
- Utilizing PivotTables for data summarization



Table



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PivotChart



Interactive Dashboards



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3. Advanced Data Analysis in HR

3.1 Advanced Filtering and Sorting

- Filtering data with complex criteria
- Sorting data based on multiple parameters

3.2 VLOOKUP and HLOOKUP for HR

- Using VLOOKUP and HLOOKUP for data retrieval
- Creating dynamic relationships between HR datasets

3.3 Date and Time Functions

- Creating charts and graphs for HR data
- Enhancing visualizations for impactful HR presentations

4. HR Reporting and Dashboard Creation

4.1 Designing HR Dashboards

- Introduction to HR dashboards and their importance
- Identifying key metrics for HR dashboards

4.2 Building HR Dashboards in Excel

- Creating dynamic dashboards with Excel charts and slicers
- Incorporating interactivity for user-friendly reports

4.3 Advanced Dashboard Techniques

- Integrating HR data from multiple sources into dashboards
- Implementing advanced charting techniques for HR insights

5. HR Analytics and Metrics

5.1 Introduction to HR Analytics

- Defining HR analytics and its significance
- Identifying relevant metrics for HR analysis



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5.2 Using Excel for HR Analytics

- Performing basic analytics with Excel functions
- Incorporating advanced analytics techniques

5.3 Predictive Analytics in HR

- Introduction to predictive modeling in HR
- Building predictive models for workforce planning

6. Advanced HR Data Management

6.1 Advanced Excel Functions for HR

- Utilizing advanced functions for HR tasks
- Handling date and time data effectively

6.2 Excel Templates for HR Processes

- Creating templates for HR documentation (e.g., employee records, performance reviews)
- Automating routine HR tasks with templates

6.3 Data Security and Privacy in HR

- Ensuring data security and privacy compliance
- Implementing access controls and encryption in HR spreadsheets

7. HR Automation with Macros

7.1 Introduction to Macros in HR

- Basics of recording and running macros in Excel
- Identifying automation opportunities in HR processes

7.2 Advanced Macro Techniques for HR

- Creating user-defined functions (UDFs) for HR tasks
- Automating complex HR workflows with VBA

7.3 Building HR Applications with Excel

- Developing user-friendly HR applications with Excel
- Integrating HR models with external databases and APIs



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8. Real-world HR Applications and Case Studies

8.1 Industry-specific HR Applications

- Tailoring Excel for HR to industry-specific needs
- Analyzing real-world HR applications

8.2 HR Analytics in Action

- Applying HR analytics to address real-world HR challenges
- Measuring the impact of HR initiatives through analytics

8.3 Expert Panel Discussion and Q&A

- Engaging with HR experts to discuss advanced Excel applications
- Addressing participant questions and providing insights