





The Modern Excel for **HR Professionals**















Power BI

Interactive Dashboards

3

Table of Contents

HR Professionals-The All-Encompassing Skills

Duration		3
Objectives		3

Outline of Excel for HR Professionals Course 4

 Exce 	el 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. Dat	ta 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. Ad	lvanced 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 A	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. Adv	vanced 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. Re	eal-world HR Applications and Case Studies	7
8.1	Industry-specific HR Applications	7
8.2	HR Analytics in Action	7

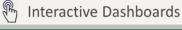




Expert Panel Discussion and Q&A









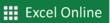
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HR Professionals— The All-Encompassing Skills

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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3 of 7





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





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4 of 7



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 of **7**

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



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