



Course Outline

Excel Formulas & Functions for HR & Admin Professionals

Prerequisites:

- Proficiency in Windows environment with excellent mouse skills.
- Some work experience of Microsoft Excel with simple formulas and functions.

Platform:

- Windows PC:
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?

- Getting to know the Excel Time Savers
- Creating a custom list
- Refresher-Basic formula & functions
- Creating & using named ranges
- Consolidating data using 3D formulas
- Using several text functions
- Joining text with concatenation operator "&"
- Splitting text into columns
- Using function TODAY for date calculations
- Using logical functions IF, AND, OR to get desirable results
- Setting up VLOOKUP function efficiently
- Creating an Employee Lookup
- Calculating with SUMIF & COUNTIF functions
- Creating charts from HR data
- Creating an HR dashboard to track key indicators
- Tracking data visually with conditional formatting
- Linking several workbooks to create a summary
- Adding a drop down list to an HR form

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 outline just before registering.