Course Outline
Excel Formulas & Functions for HR & Admin Professionals

Prerequisites:

- Proficiency in Windows environment with excellent mouse skills.
- Everyday work experience of Microsoft Excel with simple formulas and functions.
- Those who are totally new to Excel should take our Excel Level-1 course first.

Platform:

- Windows PC- Excel 2016/2013/2010
- Our classroom training is not compatible with Excel for Mac computers. In the past, Mac users have taken our training and applied it to Mac environment on their own.

What is covered in the course?

- Learning formula fundamentals
- Creating formulas and their automatic application
- Using relative & absolute references
- Creating a custom list for skills, departments, job positions etc.
- Creating named ranges for formulas
- Consolidating departmental budgets
- Using basic stat functions
- Using TODAY function for date calculations
- Using special text functions and Text to Column feature
- Using logical functions IF, AND, OR to get desirable results
- Exploring Conditional Formatting
- Calculating with SUMIF & COUNTIF functions
- Setting up the VLOOKUP function efficiently
- Adding a drop down menu feature to an HR form
- Linking several workbooks to create a summary
- Creating a quick chart to display HR data
- Creating an HR Dashboard to track 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 outline just before registering.