



## Course Outline

# Excel PivotTable and HR Data Management

### Prerequisites:

- Successful completion of our Formulas and Functions for HR course or must have a good command over Excel formulas and functions.
- Proficiency in Windows environment with excellent mouse skills.

### 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?

- Using Excel as a List Database: Important Considerations
- Excel Tables: How to create a Table
- Excel Tables: Formatting options
- Excel Tables: How to filter data with Total Row
- Excel Tables: Using Table Tools to remove duplicates
- Excel Tables: New Structured References for formulas.
- Multi-Column Sort Vertical
- Multi-Row Sort Horizontal
- Creating a Multi-Level Outline Summary.
- Using Custom Sort when a normal sort order won't do the job.
- How to use the Advanced Filter
- Using Database Functions for aggregate values based on your criteria
- Plotting a Trend Line for Trend Analysis
- Creating Sparklines for graphical display of data
- Randomization
- Importing and Exporting Data
- Cleaning up with TRIM function
- Setting up a refreshable Query
- PivotTable Report
- Using the Slicer feature with PivotTable
- PivotChart

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.