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Excel For HR Training

Email Contact: info@educba.com



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Course Overview

Every manager has to deal with data. And if you know excel as a manager, your work gets much easier. Even if as an HR manager, you identify and measure metrics that are both quantifiable and qualitative in nature, MS Excel can help you a lot.

So, here's a course we designed for you, all HR managers so that you don't need to look out into different places for tit-bits of excels.

Excel for HR Tutorial Skills

Learn about the interface and how MS Excel works.

Talk about data functions, what if analysis, arrays, functions for working with text, pivot table, data filtering, pivot table formatting, using macros in the pivot table, DAX in Power Pivot, names

Creation of HR dashboard using Excel

Creating an attendance register

Restaurant Billing System using Microsoft Excel VBA

Course Features



Course Duration- 34 + Hours



Number of Courses



Verifiable Certificates



Lifetime Access



Technical Excellence

About HR

HR management is a platform where a candidate has to perform a crucial role while sitting with the management team. Here HR has to keep the good relation with the employees as well as the staff committee and Director Members. This makes HR's centralized place in a company who is ready for everyone's need.

So, here's a course we designed for you, all HR managers so that you don't need to look out into different places for tit-bits of excels.

Excel for HR Course

This is a Bundle Course that includes complete in-depth Excel For HR Learning Courses combined into one Complete Course.

This Bundle perfectly meets the requisite of the industry and gives you a better chance of being hired as a HR professional.

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Microsoft Excel Basic Training- Beginners

Section 1. Overview

- Reference
- Overview

Section 2. Getting Started

- Opening Excel
- Familiarity With Excel Interface And Ribbons
- Surfing An Excel Worksheet And How To Use Help In Ms Excel

Section 3. Case Study

- Case Study

Section 4. Data Entry

- Data Entry In Excel

Section 5. Populating The Case Study In Excel

- Populating The Case Study In Excel

Section 6. Calculations

- Calculations

Section 7. Formulas

- Formulas - Part 1
- Formulas - Part 2

Section 8. Formatting

- Formatting Number Formats

Section 9. Formatting Table Formats

- Formatting Table Formats

Section 10. Updating A Calculation

- Updating A Calculation

Section 11. Percentages & Absolute References

- Percentages & Absolute References

Section 12. Conditional Formatting

- Conditional Formatting

Section 13. If Function

- If Function

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Microsoft Excel Basic Training- Beginners

Section 14. Countif

- Countif

Section 15. Sumif

- Sumif

Section 16. Graphs & Charts

- Graphs And Charts

Section 17. Pie Chart

- Pie Chart

Section 18. Sorts

- Sort Function

Section 19. Filter Function

- Filter Function

Section 20. Pivot Table

- Pivot Table

Section 21. Freeze & Split

- Freeze & Split

Section 22. Presentation

- Table Formats
- Indents And Formatting Charts

Section 23. Print

- Printing The Worksheet
- Print Layout

Section 24. If Function

- If Function

Section 25. Shortcuts

- Shortcuts

Section 1. Introduction to Useful Excel 2013 Functions

- Useful Excel Functions Practice files
- Paste Special
- Logical functions IF and OR
- Arithmetic Functions
- Aggregation Functions
- Cell Information Functions

Section 2. Data Functions

- Data functions Practice files
- Choose Function
- Vlookup
- Hlookup and Sum product
- Match Index
- Database Functions
- Forecasting Function

Section 3. What If Analysis

- WhatIf Analysis Practice files
- One Dimensional Data Table
- Two Dimensional Data Tables
- Solver
- Goal Seek

Section 4. Arrays

- Arrays Practice files
- Arrays
- Arrays Rows and Columns
- Arrays Transpose
- Arrays Frequency

Section 5. Functions for Working with Text

- Functions for Working with Text Practice files
- Text and String Functions

Section 6. Excel 2013 - Pivot Table

- Pivot Table Practice files
- Data Formatting
- Creating Pivot Table
- Recommended Data Table
- Pivoting Pivot Table
- External Data
- Consolidation Sheets
- Managing Pivot Table

Section 7. Summarizing Data Using Pivot Table

- Totals Display
- Summary Display
- Multiple Data Field
- Data Grouping
- Drill Down Data
- Calculated Field

Section 8. Data Filtering

- Pivot Data Sorting
- Customised Sorting
- Limited Data Display
- Rule Based Sorting
- Data Slicer
- Slicer Formatting
- Filter Area

Section 9. Basics Pivot Table Formatting

- Formatting Pivot Table
- Layouts In Pivot Table

Section 10. Advanced Pivot Table Formatting

- Rule Based Conditional Formatting
- Top Bottom Rule Based
- Data Bars
- Adding Color Scales
- Icon Indicators

Section 11. Introduction of Pivot Chart

- Basic Pivot Chart
- Pivoting Pivot Chart
- Filter Pivot Chart Data
- Formatting Pivot Chart

Section 12. How to Print the Pivot Table

- Print Table
- Print Separate
- Print Headers

Section 13. Using Macros In Pivot Tables

- First Macro

Section 14. Introduction of Power Pivot

- Starting With Power Pivot
- Why Use Power Pivot
- Adding Table To Power Pivot
- Creating Relationships Between Tables

Section 15. DAX in Power Pivot

- Introduction To DAX
- Reference To Dax Functions
- Adding Calculated Column
- Adding Calculated Field

Section 16. Introduction of Power View

- Introduction To Power View
- Displaying Data Using Different Controls
- Formatting Of Controls
- Filters In Power View
- Data Display Using Charts In Power View
- Data Display Using Maps

Section 17. Names and Dynamic Range

- Names and Dynamic Range Practice files
- Naming a Cell and a Range
- Naming Dynamic Ranges

Section 18. Auditing and Trouble Shooting Formulas

- Auditing and Trouble Shooting Formulas Practice files
- Auditing Toolbars
- Watch Window

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Microsoft Excel 2013 – Advanced

Section 19. Important Excel Tools

- Important Excel Tools Practice files
- Text to Columns
- Grouping Tabs
- Subtotal Function
- Hyperlinks
- Data Validation Part 1
- Data Validation Part 2
- Random Numbers
- Custom View
- Protecting Worksheet and Workbook

Section 20. Charts & Graphs

- Charts & Graphs Practice files
- Introduction to Excel 2013 Charts and Graphs

Section 21. Chart Concept

- Excel Chart Concepts

Section 22. Basic Chart

- Excel Basic Chart

Section 23. Fine Tuning of Charts

- Fine Tuning of Charts in Excel

Section 23. Fine Tuning of Charts

- Changing Chart Options □ part 1
- Changing Chart Options □ part 2

Section 24. Format Tab

- Format Tab Option

Section 25. Adjustment of Specific Chart Types

- Column and Line Chart
- Pie Diagram
- Doughnut, Bubble and Radar Chart

Section 26. Changing Chart Sources

- Paste Chart Data
- Multiple Source Data and Table Chart
- Basic Dynamic Chart

Section 27. Excel 2013 - Excel Dashboard

- Excel Dashboard Practice files
- Introduction to Dashboard
- Concepts of Excel Dashboard

Section 28. Creating Basic Charts

- 3D Charts
- Area and Bar Chart
- Combination Charts
- Different Typs

Section 29. Learning Pivot Table, Pivot Chart and Slicer

- Pivot Table
- Pivot Chart and Slicer

Section 30. Using Form Controls

- Checkbox
- Check and Scroll 1
- Scroll Chart

Section 31. Basic Macros

- Basic Macro Part 1

Section 32. Assigning Macros to Buttons to Navigate and Dashboard

- Basic Macro Part 2
- Macro Navigation
- Dashboard End

Section 34. Financial functions using Excel

- Financial functions using Excel Practice files
- Introduction

Section 35. Future Value, SI, CI, PV, NPER, RATE

- Understanding Future Value
- Calculating Simple and compound Interest
- Understanding PV
- Calculate NPER and RATE
- Lender and Borrower FV

Section 1. Introduction

- Reference
- Introduction to Creation of HR Dashboard and Analytics

Section 2. Data Introduction

- Final Data

Section 3. Index Design and Tab Designing

- Index Design
- Tab Designing

Section 4. Employee Frontface

- Employee Frontface
- Employee Database View

Section 5. Pivot Data List

- Pivot Data List
- Change Pivot Table Data Source

Section 6. MOM Headcount

- MOM Headcount
- MOM Attrites and MOM Hires

Section 7. Departmental and Location Analysis

- Departmental and Location Analysis
- Departmental and Location Joinees Exits Analysis
- Attrition Percentage

Section 8. Tenure wise Analysis

- Tenure wise Analysis
- Employee Demographics

Section 9. Age wise Analysis

- Age wise Analysis

Section 10. Emp Demo and Quality Circles

- Employee Demo
- Quality Circles
- Leave Analysis

Section 11. Time Sheet Late Marks Analysis

- Time Sheet Late Marks Analysis
- Evaluate Formula

Section 12. Full and Final Analysis

- Full and Final Analysis

Section 13. Training Analysis

- Training Analysis

Section 14. Employee

Compensation Frontface

- Employee Compensation Frontface
- Payroll and OMS

Section 15. Job Rating Analysis

- Job Rating Analysis
- Department Salary
- Working on Bonus

Section 16. HR Update

- HR Update
- HR Update - Recruitment

Section 17. Conclusion

- Conclusion

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HR Dashboard & Analytics – Advanced

Section 1. Introduction

- Reference
- Introduction to Advanced HR Dashboard and Analytics Training

Section 2. Data Introduction

- Gathering of the Data
- Employee Master Data
- Employee Operation Data
- Employee Recruitment Data

Section 3. Data Index and Page Layout

- Index
- Page Layout

Section 4. HC Analysis

- HC Analysis
- Adding First Aspect of HC Analysis
- Add Sub Department Factor

Section 5. Data and Animated Macro Chart

- Data Animated Macro Chart
- Animated Macro Chart

Section 6. Predictive Attrition

- Predictive Attrition
- Working on Headcount Analysis

Section 7. Vlookup and Analysis

- Vlookup Grouping
- Age Analysis
- Tenure Analysis
- Offset Pivot Table
- Sparklines
- Recruitment Process Smart Chart
- Waterfall Analysis
- TAT Analysis
- More on TAT Analysis
- Recruitment Analysis

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HR Dashboard & Analytics – Advanced

Section 8. BGV Analysis

- BGV Process
- BGV Report Analysis
- Operations Analysis
- MOM Report Analysis

Section 9. Leave Analysis and Grouping Data

- Leave Analysis
- Grouping Data

Section 10. Bradford Factor

- Bradford Factor
- Analysis Bradford Factor

Section 11. FNF Analysis and Exit Analysis

- FNF Analysis
- Exit Analysis

Section 12. Learning and Development Analysis

- Learning and Development Analysis
- L and D Analysis - State
- L and D Analysis - Inactive Impact

Section 13. Goal Seek and Payroll Analysis

- Goal Seek
- Payroll Analysis
- Payroll Analysis - Average Rating and Salary
- Payroll Analysis - Gender Pattern

Section 14. Employee Profile

- Employee Profile

Section 15. HR Update and HR Update Calendar

- HR Update
- Creating Training Calendar
- Update Calendar
- Hyper Link Formatting

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Attendance Register using Microsoft Excel VBA

Section 1. Introduction

- Introduction to Attendance Register Using Excel VBA

Section 2. Create Project Interface

- How to Create Macro Enabled Work Book to Save
- Project Start Session and Details of Project
- How to Create Project Interface User Form
- How to Design Project Interface
- Generate Serial Number in Attendance Register

Section 3. Generate Student Id in Attendance Register

- Generate Student Id
- Generate Student Name
- Generate Course Detail
- Add Attendance Value using Combo Box
- Create Attendance Mark Button
- Attendance Mark Button
- Create Attendance Clear Button
- How to Add Image
- How to Count Present Students
- How to Absent Students
- How to Sick Students

Section 4. Display Date and Save Mark

- Display Date and Time in Attendance Register
- How to Save Mark Attendance in Excel
- Example of Save Mark Attendance in Excel

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Restaurant Billing System using Microsoft Excel VBA

Section 1. Introduction

- Project Introduction Session

Section 2. Interface

- Excel Vba Environment
- Save Project as Macro Enabled Workbook
- Designing of Project Interface
- Designing of Project Final Interface

Section 3. Billing Calculator

- How to Activate Billing Calculator Frame
- Coding to Activate Buttons on Calculator

Section 4. Activate Currency


- How to Activate Currency Converter
- Code for Currency Converter

Section 5. Check Box and Text Box

- Change Properties of Check Box and Text Box Frame
- How to Activate Drink Check Box Option
- Adding Values on the Drink Check Box Option
- Adding Values on the Drink Checkbox Option

Section 6. Tax and Home Delivery Button

- How to Activate Tax and Home Delivery Button
- How to Display Subtotal and Total
- How to Activate Reset all Option Button
- How to Display Date & Activate Exit Button



Frequently Asked Questions

Why should I do this excel for HR training?

There's no reason why you shouldn't. If you are in the HR domain and want to pursue a career in HR, this is one of the best courses for MS Excel in the market.

How this course will help me?

This course will not only teach you, MS Excel, it will also teach you how you can create a system that will help you measure many HR aspects.



Customer Reviews

“

It was very wonderful experience against to learn sales productivity dashboard the lessons were very brief and easy to understand. I admire the pace of trainer and knowledge about the topic. I wish to see more programs to learn from your platform. I am very delighted that I avail the opportunity of signing in with you.

Abdul Rehman

”

This course models the data after HR data but the technique is usable across various business functions. The explanations is clear and concise, covering various methods using the basic excel functions, macros and Vba. At the end of the course there is a short presentations on excel shortcuts and micro soft access.

Christoffer Alejandro

”

A complete course for those who want to master excel!
Even though Excel have some confusing/hard content to understand, this course is able to make it quite simple. It's a nice content for people who knows the basics. First time I see a advanced excel course that offers Solvers and data analysis tools (other courses stop at Pivot)

Álvaro Chagas



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Excel For HR Training

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