

### PRESENTS

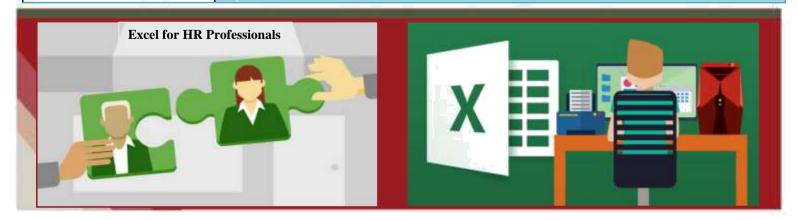
# EXCEL FOR HR PROFESSIONALS

- A Tool for Increasing Productivity!

# **Background**

This Advanced Excel session is designed specifically for HR Professionals. Participants will deep dive into useful excel features in action-packed 2-days long session with practical examples. This session aims to help HR Professionals overcome difficulties and frustrations while working with their existing HR Software. Working as an expert Excel User, along with HR Software, should help in performing complex calculations, creating custom/ ad-hoc reports and making data-driven decisions.

Level	HR Professionals
Sessions	8 Sessions
Target Audience	<ul> <li>HR &amp; Admin Officer</li> <li>HR Executives</li> <li>HR Generalist</li> <li>HR Specialist</li> <li>Admin Assistant</li> <li>Compensation/ Payroll Assistant</li> </ul>
Objectives	<ul> <li>To enter, update and manage HR data for HRIS</li> <li>To prepare, clean and format data for further analysis</li> <li>To create various HR reports using excel commands and worksheet functions</li> <li>To perform complex function for eg.(Payroll, Overtime, HR Budget, Appraisal, etc.)</li> <li>To design templates for better and streamline HR workflow.</li> <li>To create a dashboard for decision making and bird's-eye view of the organization</li> <li>To learn strategy to print large spreadsheet and use mail merge features</li> </ul>
Prerequisites	<ul> <li>Participants should be working in HR Environment (for at least six months).</li> <li>Basic familiarity with Microsoft Excel and a learning attitude is appreciated.</li> </ul>



### **Course Outline**

#### Data Entry, Importing and Cleaning

Custom Fill [Department, Employee Band, Staff List], Defined Name [Creating dynamic name]
Data Importing from different sources [CSV, TXT, Web], Removing Duplicates [Single or Multiple levels]
Data Tools, Data Cleaning I (using Functions), Data Cleaning II (using Commands, Wildcards) & Rules
on Setting a Data Set

#### **Common Worksheet Functions for HR**

Understanding the Cell Referencing & Excel Operators

SUM, COUNT, AVERAGE

SUMIF, COUNTIF, AVERAGEIF

Lookup Function - VLOOKUP

#### **Reporting & Analysis**

Excel Table Features

Sorting [Multiple level Sort, Custom Sort, Row Sort, Colour based Sort]

Filter [Multiple level Filter, Text Filter, Number Filter, Date Filter, Advanced

Filter | Custom Views

#### **Formatting Data**

Quick Formatting, Advanced Formatting, Custom Formatting, Conditional Formatting

#### **Powerful Pivot**

Creating and Manipulating Pivot Table & Creating HR Dashboard using Pivot

#### **Advanced Worksheet Functions**

String/Text Functions, Date Functions, Logical Functions & Lookup Functions

#### **HR Templates**

Creating Excel Template File, Validate and Restrict Entries & Bullet-proofing/Protecting the Template

#### **Print & Mail Merge**

Strategy to Print large spreadsheet

Creating Mail merge with Ms Word and List in Excel (for various letters)

## **Details of Facilitator/s**

#### Mr. Deep Singh Rawat

Contents

July 2011 to present Agricultural Development Bank Ltd. Kathmandu Business Officer

Credit, Operations & Marketing

July 2009 to July 2011 Kist Bank Ltd. Kathmandu

#### Officer

Credit Department

November 2008 – July 2009 Huawei Technologies Co., Ltd.

#### Lalitpur Finance Officer

Took overall charge of the AP Module and Treasury Management Research on company establishment and FDI in Nepal

#### Skills & Trainings

Train the Trainers.

2013, National Banking Training Institute Naxal, Kathmandu



## **Program Detail**

Date & Time : 16th & 21th June, 2019

(7:15am-9:45am)

Venue : NBI Hall, Kathmandu

#### Note:

Participants are encouraged to bring their own laptop for training sessions.