



# Optimizing the Power of Microsoft Excel in HR (2 days)

If you are a HR Professional, you will likely have the tasks of managing and executing its various functions e.g. compensation and benefits, recruitment processes, performance management and training & development. In managing these tasks, many practitioners do not realize the full potential of Microsoft Excel and how extensively this tool can help to get the work done efficiently. This 2 days hands-on training will equip participants with the knowledge and skills of Microsoft Excel as an important tool to enhance work efficiency and improve HR management.



## Who to Attend

The course is relevant to HR Professional who wishes to optimize the power of Microsoft Excel in HR.

## Prerequisites

Participants are expected to have the basic knowledge of Microsoft Excel prior to attending this course.

## COURSE OUTLINE

### DAY 1

#### Morning : 9:00am – 12:30pm

#### Module 1: Constructing a HR framework with Excel Tables

Getting your Data Entry Right! Ensure data entry is easier by using Excel Tables. The dynamics of Excel table will enable user to fill and update formulas automatically. This will allow user to structure, view and present data systematically.

#### Module 2: Formatting your Data Systematically

Learn to construct a standardize format in your HR Application. Apply the flexibility and the dynamics in entering date format, numerical format, placing of decimals and other formatting features.

#### Lunch Break: 12:30pm – 1:30pm

#### Afternoon: 1:30pm – 5:00pm

#### Module 3: Data Validation in HR

Understand the way how Data Validation is applied in various HR scenarios and how a HR Practitioner can applying interactive dropdown list, set criterion, limits and rules on what data a user can enter in Excel table.

#### Module 4: Analysing Data

Manage, organize and summarize data based on your criteria with the Sort and Subtotal features. You may filter and set criterion to extract data that you intend to analyse using the Auto Filter and Advanced Filter features.

#### Module 5: Functions and Formulas in HR

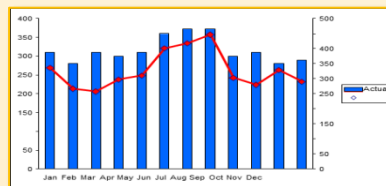
Extend the use of critical formulas in enhancing work efficiency by understanding Excel Relative Reference, Absolute Reference, Name Range, Sum, Average, Max, Min, Count, SumIf, CountIf, If, And, Or, VLookup and the date functions in managing HR tasks.

### DAY 2

#### Morning 9:00am – 12:30pm

#### Module 6: Creating Chart Presentations

Learn the basics of charts and determine which charts are relevant in different scenarios. Apply the skills in modifying, adjusting chart and the layouts for an impressive presentation.



#### Lunch Break: 12:30pm – 1:30pm

#### Afternoon: 1:30pm – 5:00pm

#### Module 7: Summarizing HR Data with PivotTable

Gathering and reporting data is often an important function within organizations, particularly for HR. PivotTable makes HR tasks far more meaningful and easier in managing volumes of data: salary, compensation, bonuses, head-counts, etc. An interactive PivotTable will enable you to analyse data and produce reports on a regular basis. You will also learn to build PivotChart to visually represent PivotTable data.

#### Module 8: Confidentiality and Data Protection in HR Management

Data Security and confidentiality are the most issues in HR. Learn to safeguard data and information by setting different levels of security measures available in Excel.



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<b>Course Date</b>	<input type="checkbox"/> 3 October 2024 <input type="checkbox"/> 26 November 2024
<b>Course Time</b>	9:00am to 5:00pm
<b>Course Fee</b>	RM1026 per pax (incl SST)
<b>Methodology</b>	Online via Microsoft Teams

For further inquiries & registration,  
please contact:  
MEF Academy Sdn Bhd  
Ms Zana  
Tel: 03-74987200 ext 7244  
Email:

[roszana@mef.org.my](mailto:roszana@mef.org.my); [nazlina@mef.org.my](mailto:nazlina@mef.org.my)

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## REGISTRATION

### ORGANIZATION DETAILS

Company: \_\_\_\_\_  
Address: \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
Contact Person: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Email: \_\_\_\_\_  
Contact No.: \_\_\_\_\_  
HRDF Contributor:  Yes, Employer Code: \_\_\_\_\_  No

### APPROVED BY:

Signature: \_\_\_\_\_  
Date: \_\_\_\_\_  
Name: \_\_\_\_\_  
Designation: \_\_\_\_\_  
Company Stamp:

### PARTICIPANT LIST

No.	Name	Email	Contact No.	IC/NRIC NUMBER