ISO 9001:2015 Certified

# Advanced Excel

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Practical Training + Certificate







"One" that makes your search worthwhile...



"The One Clik" is in HR Generalist Practical Training, Labor Laws Practical Training, Advanced Excel Training, HR Analytics, HR Metrics, SHRM, Advance HRM, Labor Law – Compliance Consultant, **Recruitment & HR Management Services.** 

## **Trainer – Mentor**





Sameer Gajjar

- 12+ Years Experience in HR - Recruitment & Head Hunting
- Labor Laws Labor Codes
- PF, ESI, Gratuity, W.C.A., Bonus
- HR Analytics, HR Metrics, SHRM, Advance HRM
- Professional Tax, Income Tax, TDS, Soft-skill
- Developed interactive training activities
- Trained more than 10000+ employees / students
- Hands on experience on Individual & group training
- Workshops, webinar, seminar & meet-ups

The goal of our session is to turn chaos into clarity. As facilitators, our role is to keep the session on track and to ensure everyone participates in the discussion.



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# - Factory Act, PoSH Act, Contract Labor, Industrial Dispute

- Guest lectures to different colleges, companies - conferences

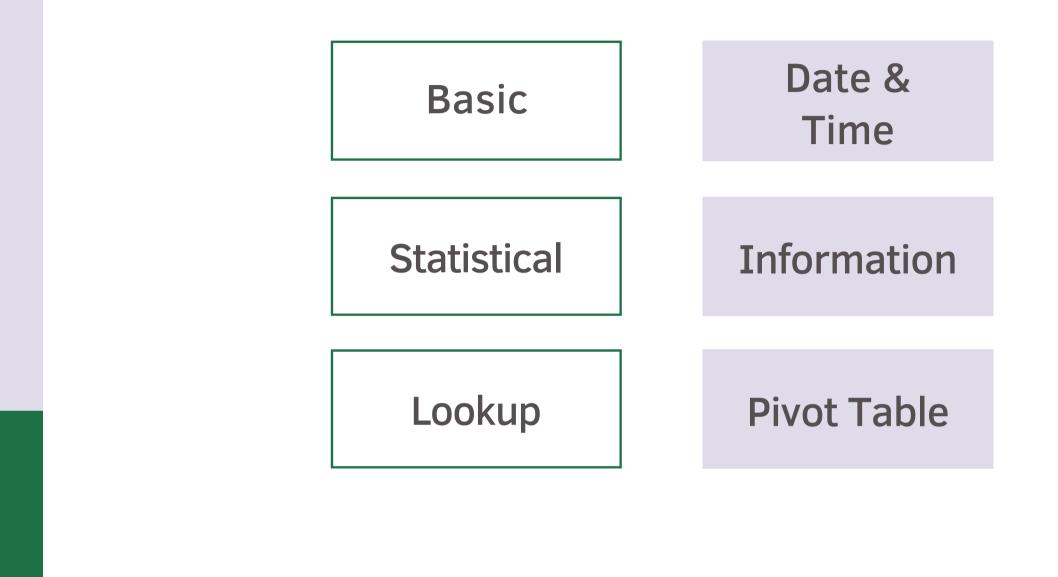
### **Working Examples During the Course**

- Display first name, last name with prefix in one single column from different columns
- Find years of service of employees
- Total number of employees in the company in different departments
- Find the total salary given to employees of a particular department or designation in a particular month
- Find number of employees joined on particular date/month in any department
- Calculate the bonus based on overall performance of an employee
- Find the number of leaves taken by any employee
- Count number of directors or any designation in a company
- Display the records according to department, by hire date, by salary etc.
- Calculate the total overtime hours for employees for any month
- Set the status, department of an employee through data validation
- Find total number of employees working in specific department from specific dates
- Identify the oldest employees at a glance using conditional formatting
- How to profile employees using Pivot Table, Age formula



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#### Modules:





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#### **Check PDF for more...**

#### **On completion of the course, the participants will:**



- Write complex formulae with ease
- interpretation
- Handle excel situations confidently
- lead to high turnaround time



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Present HR data with accurate and better

Have high comfort working with Excel which will • Use the right formulas in the right scenarios

# Why practical knowledge is more important than theoretical knowledge?

Practical work encourages selflearning

Practice leads to perfection

Involvement of participants is more in practical work Practical work complements theory

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Practical work is a good change from the monotonous lecture method

Practical work makes participants independent and increases their confidence



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