

Advanced Excel

Practical Training + Certificate





“One” that makes your search worthwhile...



"The One Klik" 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
 - Factory Act, PoSH Act, Contract Labor, Industrial Dispute
 - HR Analytics, HR Metrics, SHRM, Advance HRM
 - Professional Tax, Income Tax, TDS, Soft-skill
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- Developed interactive training activities
 - Trained more than 10000+ employees / students
 - Hands on experience on Individual & group training
 - Guest lectures to different colleges, companies - conferences
 - Workshops, webinar, seminar & meet-ups
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- 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.

Labor Law Consultant | Compliance Management | HR & Payroll Outsourcing
 HR Generalist Practical Training | Labor Law Practical Training | Advanced Excel Training
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Working Examples During the Course

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- 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:

Basic	Date & Time	Text
Statistical	Information	Logical
Lookup	Pivot Table	Data Validation

Check PDF for more...





On completion of the course, the participants will:

- **Write complex formulae with ease**
- **Present HR data with accurate and better interpretation**
- **Handle excel situations confidently**
- **Have high comfort working with Excel which will lead to high turnaround time**
- **Use the right formulas in the right scenarios**



Why practical knowledge is more important than theoretical knowledge?

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Practical work encourages self-learning

Practice leads to perfection

Practical work is a good change from the monotonous lecture method

Involvement of participants is more in practical work

Practical work complements theory

Practical work makes participants independent and increases their confidence



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Contact us



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