

Brochure  
Advance Excel Course @ HR Ignite



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     / HR Ignite

# COMMITTED TO HUMAN RESOURCE EXCELLENCE

## Who We Are.....

Your One Stop Solution For All HR Related Queries. Our courses come with definitive advantages. They are industry relevant and are periodically updated to keep up with changes in technology and methodology in the fast growing HR field.

## OUR SERVICES.....

One Window Solution ●

HR Generalist Practical Training ●

Corporate Training ( POSH, PF ESI, Advance Excel etc..) ●

Labour Codes Training ●

PF-ESI Services with legal opinion ●

Standing Order for Establishment ●

WCA Policy ●

Consultation and Audit ●

FSSAI license ●

Factories Compliance ●

Contract Labour Compliance ●

Establishment compliance ●

Draft Company Policy ●

Payroll Services ●

## Module - 01: Basic of Excel

- HOW TO DATA CONVERT INTO A TABLE
- BASIC USE OF THE WORKBOOK
- QUICK ACCESS TOOLBAR
- FORMULA BAR
- RIBBON
- FILTER | SHORTING AND MANY MORE...

## Module - 02: Information (6)

- ISBLANK
- ISNUMBER
- ISTEXT
- ISONTEXT
- ISODD
- ISEVEN

## Module - 03: Text (15)

- CONCATENATE
- EXACT
- LEN
- FIND
- LEFT
- RIGHT
- LOWER
- UPPER
- PROPER
- REPLACE
- SEARCH
- TRIM
- SUBSTITUTE
- MID
- TEXT

## Module - 04: Date & Time (10)

- DATE
- DAYS360
- EDATE
- EMONTH
- MONTH
- TODAY
- TIME DIFF CAL
- HOURS, MINUTE&SECOND
- SHORTCUT
- NETWORKDAY

## Module - 05: Statistical (17)

- |              |            |
|--------------|------------|
| • COUNT      | • DSUM     |
| • COUNTA     | • LARGE    |
| • COUNTBLANK | • MAX      |
| • COUNTIF    | • SMALL    |
| • COUNTIFS   | • MIN      |
| • AVERAGE    | • SUBTOTAL |
| • AVERAGEIFS | • RANK     |
| • SUM        |            |
| • SUMIF      |            |
| • SUMIFS     |            |

## Module - 06: Logical (3)

- IF
- AND
- OR

## Module - 07: Lookup & References (6)

- VLOOKUP
- HLOOKUP
- INDEX
- MATCH
- CHOOSE
- DGET

## Module - 08: Conditional Formatting

- HIGHLIGHT CELL RULES
- TOP/BOTTOM RULES
- DATA BARS & COLORS SCALES & ICON SET
- CONDITION FORMATTING WITH FORMULA

## Module - 09: Data Validation

- DATA VALIDATION
- DATA VALIDATION CUSTOM
- UNIQUE VALUE
- DUPLICATE

## Module - 10: Pivot Table

- INTRODUCTION OF PIVOT TABLE
- CREATING A PIVOT TABLE IN EXCEL
- FORMATTING THE PIVOT TABLE
- GROUPING DATA IN AN EXCEL PIVOT TABLE
- FIELD CALCULATE IN PIVOT TABLE
- PIVOT CHARTS

## Module - 11: Excel Shortcuts

### **Other Information:**

Daily Batch/Sunday Batch

Duration 5-6 Sundays (each Sunday 2 hours Class)

ISO 9001:2015 Certificate

Practice Sheet

Revision Class facilities

Lifetime Support for Excel Query

## Participants feedback on last Certification Programme

HR Ignite is one of the best institute for learning about all concepts related to HR. was provides some knowledge about how to use Excel formulas in to today HR activities which was definately useful for all.

Ms. Sayali Shashikant Bhalerao  
Location- Pune

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Got good knowledge abt excel.The HR Ignite is doing good n very helpful to HR professionals.  
Trainer 's teaching method is excellent.

Ms. Sadhu Falguniben Gauridas  
Location: Ahmedabad

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The institute which provides necessary knowledge which is required for a HR person & teaching is very systematic.  
Very polite , intelligent person & provides accurate knowledge step by step.

Mr. Shaikh Mohammad al abrar Aghajan  
Location: Pune

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Session was really effective .Arrange time to time webinar meet and also request to share usefule notes to the participants.This will help us.  
Trainer is really awesome and practical.

Ms. Sakshi  
Location: Mumbai