

MERCER PUBLIC WORKSHOP

美世公开研讨会

运用 EXCEL 最大化 HR 数据价值

随着数据时代的到来，HR 数据分析成为所有 HR 专业的应知应会技能。Microsoft Excel 作为一个非常实用的工具，不仅能作为数据库来存储数据，还能作为软件，帮助专业人员比较和分析数据。在特定行业薪酬和人才测评调研数据中，Excel 技术也被广泛运用。

美世为期 1 天的研讨会将人力资源专业人员常用的 Excel 功能分成导入篇、核心篇和高级篇，围绕人力资源信息管理、薪酬福利、绩效、招聘、培训等真实情景展开，逐层递进，以帮助学员理解并学会运用 Excel 强大的功能来管理、分析和展示数据，评估组织的劳动力状况，提升 HR 数据价值。在学习形式上，将采用美世复合式教学模式，线上线下学习相结合，有效强化巩固学习效果。

课程概述

Excel 功能应用导入篇

- 从一个简单的比赛看，Excel 的基础功能并不简单
- 筛选、自动格式、冻结、加密、保护、共享等
- 数据有效性、排序、条件格式、组合、合并分割数据等
- 在人力资源信息管理、薪酬福利、绩效、招聘、培训等的应用

Excel 功能应用核心篇

- 统计分析的基础概念及与 Excel 操作的联系
- 公式与函数
 - \$的威力：学好一切 Excel 公式的基础
 - Vlookup, Subtotal, Match, Growth 等常用公式和函数在 HR 管理中的应用
- 数据透视表
 - 行字段、列字段、页字段等的功能及设定
 - 数据透视表的分组功能
 - 数据透视图及其联动
- 各类图表设计
 - 基础图表：饼图、柱图、折线图、堆积图等
 - 进阶图表：气泡图、雷达图、股价图、点线复合图等
- 运用快捷键等提高长短期效率

研讨会信息

时间地点：
北京
8月17日

上海
5月22日

广州
6月14日

费用：
RMB 5,800 (含 6%增值税)

联络

美世学习与发展热线电话
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Excel 功能应用高级篇

- 锻炼逻辑思维，挑战嵌套公式的极限
- 全局公式联动，减少人为差错率
- 动态实用图表的绘制
- Excel 与 PPT/Word 之间的高效联动
- 宏 Macro 的初级应用
- 多人协同的跨表引用、跨文件引用，不再担心数据的脱机脱节
- 常态化提高 Excel 技术的办法
- 在人力资源信息管理、薪酬福利、绩效、招聘、培训等的应用

学员收获

- 了解统计分析的基本知识和概念
- 熟练使用 Excel 各项常用功能
- 掌握逻辑化管理、分析及呈现数据的理念及常用办法
- 全方位使用 Excel 进行人力资源数据管理实战演练

学员对象

需要提高 Excel 技能的人力资源专业人员

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APPLY EXCEL TO MAXIMIZE THE DATA VALUE OF HR

With the coming of the data age, HR data analysis has become a skill that all HR professions should learn and master. Microsoft Excel, as a very practical tool, not only can be used for storing data as a database, but also as software to help professionals compare and analyze data. In an industry-specific salary and talent evaluation survey, Excel technology was also widely applied.

In Mercer's one-day seminar, the frequently-used Excel functions of human resource professionals are divided into the introduction chapter, core chapter and advanced chapter unfolded layer by layer centering on human resource information management, salary and welfare, performance, recruitment, training and other realistic scenarios, to help trainees understand and learn to use the powerful functions of Excel to manage, analyze and display data, evaluate the organizational labor conditions and enhance HR data value. In the learning form, Mercer's combined-type teaching model will be used to combine online and offline learning and effectively intensify and reinforce the learning effect.

TOPICS COVERED

The introduction chapter of Excel function application

- Excel's basic functions are not simple from a simple game
- Screening, automatic format, freezing, encryption, protection, sharing, etc.
- Data validity, sequencing, conditional format, combination, combining segmentation data, etc.
- The application in HR information management, compensation and benefit, performance, recruitment, training, etc.

The core chapter of Excel function application

- The basic concept of statistical analysis and the relation with Excel operation
- Formula and function
 - The power of \$: The foundation to learning all Excel formulas

WORKSHOP INFORMATION

Time and Place:

Beijing
Aug 17

Shanghai
May 22

Guangzhou
Jun 14

Price:

RMB 5,800(including 6% added-value tax)

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- The application of common formulas and functions including Vlookup, Subtotal, Match and Growth in HR management
- Pivot Table
 - The functions and settings of row fields, column fields, page fields, etc.
 - The grouping function of the pivot table
 - Data perspective and its linkage
- Various graphic designs
 - Basic charts: pie chart, bar chart, line chart, stacking chart, etc.
 - Advancement chart: bubble diagram, radar map, stock price chart, dotted line composite graph, etc.
- Use the shortcut key and other means to enhance long and short term efficiency
- The application in HR information management, salary and welfare, performance, recruitment, training, etc.

The advanced chapter of Excel function application

- Exercise logical thinking and challenge the limit of nested formulas
- Overall formula linkage to reduce the probability of human error
- The drawing of dynamic utility charts
- The efficient linkage between Excel and PPT/Word
- The preliminary application of Macros
- Multiplayer collaborative cross-table quotation and cross-file quotation, no need to worry about going off-line and the disconnection of data
- The methods of normalized improvement of Excel technology
- Application in HR information management, salary and welfare, performance, recruitment, training, etc.

BENEFITS TO PARTICIPANTS

- Understand the basic knowledge and concept of statistical analysis
- Skillfully use various frequently used functions of Excel
- Master logical management and analyze and present data concepts and common methods

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- Comprehensively use Excel to conduct HR data management drills

TARGET PARTICIPANTS

HR professionals who need to improve Excel skills

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