



Excel Magic

Prepared for The HR Ninjas

Tuesday 15th February 2022

elementsuite
Powerful. Smart. HR Software.

THE HR NINJAS
Proud to be People Tech Partner

Health Warning

Don't let the HR genie out of the bottle

SECURE Your HR Data

- Access controlled
- Authenticated
- Authorised
- Controlled
- Modelling Data
- Encrypted
- GDPR compliant
- Managed
- Protected
- Real-time Reports

INSECURE Make sure you:

- Password protect
- Do not email
- Do not include or process sensitive information
- Anonymise sensitive data
- Destroy the data after using it for the intended purpose



Always comply with your company's Information Security Policy

[elementsuite - HR Software for companies with over 500 employees.](#)

About us

Leigh Joynson



- 30+ years with McDonald's in Operations, People Systems and Analytics
- Self confessed data geek
- Head of Product Management at **elementsuite**

elementsuite

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People Tech Partner

Branding

Report design

What	How
Logo	Use a company, department or project logo to brand your report and help make it pop
Colour Scheme	Add the colour palette from your branding into MS office. Use the lighter and darker shades of your colours to maintain the brand where you need to differentiate
Eyedropper	Use the PowerPoint eyedropper tool to get the colour codes
Balanced Approach	Use a mixture of charts and data to produce an aesthetically appealing and useful document
White space	Don't try to squeeze too much onto the page, make sure there is enough white space on the report so you don't scare the reader off
Grey	Use grey for words and lines you need softening

Use the different kinds of PASTE;

Paste Values and **Paste Formulas** and **Paste Formats** are really valuable

Use the **F4** key to repeat the last Paste special or formatting you did

Formulas

Fundamental Functions for HR Data People

\$ signs are there to save you time

What	How
\$	<p>When you copy a formula into another cell, the cell references will change relative to the number of cells you have moved across and down</p> <p>e.g. You have the formula =A1 in cell D5:</p> <ul style="list-style-type: none">• when you copy it down to cell D6 it will automatically become =A2• when you copy it across to cell E5 it will automatically become =B1• when you copy it across to cell E6 it will automatically become =B2 <p>Adding a \$ sign before the column or row reference will fix it in place when you copy, so for the formula \$A1:</p> <ul style="list-style-type: none">• when you copy it down to cell D6 it will automatically become =\$A2• when you copy it across to cell E5 it will automatically become =\$A1• when you copy it across to cell E6 it will automatically become =\$A2 <p>for the formula A\$1:</p> <ul style="list-style-type: none">• when you copy it down to cell D6 it will automatically become =A\$1• when you copy it across to cell E5 it will automatically become =B\$1• when you copy it across to cell E6 it will automatically become =B\$1 <p>for the formula \$A\$1:</p> <ul style="list-style-type: none">• it will always be =\$A\$1

Formulas

Fundamental Functions for HR Data People

= FUNCTION NAME (Parameter 1, Parameter 2 ...)

What	How
VLOOKUP	Used for returning data from a table when you're searching for a key in the first column . Parameters: <ul style="list-style-type: none">• What you're searching for• the table you're searching in• which column in the table you want the data from• 0-exact or 1-nearest
HLOOKUP	Used for returning data from a table when you're searching for a key in the first row . Parameters: <ul style="list-style-type: none">• What you're searching for• the table you're searching in• which row in the table you want the data from• 0-exact or 1-nearest

Formulas

Fundamental Functions for HR Data People

= FUNCTION NAME (Parameter 1, Parameter 2 ...)

What	How
IF	<p>IF something is TRUE do this, otherwise do that</p> <p>Parameters:</p> <ul style="list-style-type: none">• A statement that can be True or False e.g. A6>0• What to display if it's true• What to display if it's false <p>NB: IF statements can be nested inside each other e.g. =IF(A6=0,"NIL",IF(A6>500,"High","Low")) This will display NIL if cell A6 is zero, HIGH if the value is over 500 and Low for anything else</p>
IFNA	<p>Run a formula, but if it returns #NA then show this</p> <p>Parameters:</p> <ul style="list-style-type: none">• Formula• What to display if it's #NA <p>e.g. =IFNA(SUM(A:A),"Error")</p>

Formulas

Fundamental Functions for HR Data People

= FUNCTION NAME (Parameter 1, Parameter 2 ...)

What	How
RANK	<p>Look for a value in a range and tell me where it Ranks</p> <p>Parameters:</p> <ul style="list-style-type: none">• The value you are looking for• The range you're looking in• Whether you are ranking up or down (0-descending, 1-ascending) <p>NB: Rank will bring back the same ranking if 2 results are the same. For automation you need a DISTINCT ranking so add in the row number / 1000 and rank again in the next column</p>
MATCH	<p>Find a value in a row or column and return the position</p> <p>Parameters:</p> <ul style="list-style-type: none">• What you're searching for• the range you're searching in• 0-exact or 1-nearest

Formulas

Fundamental Functions for HR Data People

= FUNCTION NAME (Parameter 1, Parameter 2 ...)

What	How
OFFSET	<p>Fetch the data from a cell that is x rows down and y columns over from a starting range</p> <p>Parameters:</p> <ul style="list-style-type: none">• Starting range• Number of rows down• Number of columns down <p>e.g. =OFFSET(E6,3,2)</p> <p>NB: If using with MATCH, you will likely have to take away a 1</p> <p>e.g. =OFFSET(\$A\$1,MATCH(B6,A:A,0)-1,1)</p>

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with over 500 employees**