

HR ANALYTICS DASHBOARD – EXCEL INSTRUCTIONS

All the following instructions are to be carried out in the HR Data sheet. These steps explain how to prepare the data and build a Macro-Enabled HR Analytics Dashboard in Excel.

STEP-BY-STEP TASKS

- 1 In cell C4, join the data in A4 and B4 to create the Employee ID (example: F1180). Copy the formula down for all staff.
- 2 In cell K4, extract the first two numbers from J4 to get the Floor Number. Copy the formula down.
- 3 In cell F4, generate the Full Name by joining the First Name, a space, and the Surname. Apply Proper Case formatting and copy the formula down.
- 4 In cell G4, generate the Email Address by joining the first letter of the First Name, the Surname, and '@zenco.com'. Convert the email to lowercase and copy down.
- 5 In cell L4, extract the text between the two dashes from the Location column. Replace all instances of 'NorthEast' with 'North' and copy the formula down.
- 6 In cell M4, extract the last four-digit Extension Code from the Location column. Ensure the formula always returns a 4-digit number.
- 7 Create a Macro-Enabled HR Analytics Dashboard (.xlsm) using Pivot Tables, Pivot Charts, Slicers, and a Refresh Macro.

DASHBOARD REQUIREMENTS

- Employees by Location – Column Chart
- Employees by Department – Radar Chart
- Employees by Floor – Pie Chart
- Total Employees KPI Card
- Interactive Slicers for Wing, Floor Number, and Department
- Refresh Dashboard button using VBA macro