



Technology Skills Course Mapping for HR Professionals

	ALL	MS Office				Office 365
Basic User HR Assistant	Cybersecurity Essentials	Excel Level 1	Outlook Level 1	Word Level 1	PowerPoint Level 1	TEAMS
		Excel Tips & Tricks				
Intermediate User HR Professional		Excel Level 2	Outlook Level 2	Word Level 2	PowerPoint Level 2	OneNote
		Excel Charting	Excel Pivot Tables	Excel VLOOKUP	Excel for HR **New**	Excel Level 3
Advanced User Financial Professional, HR Analyst		Excel Functions & Formulas	Excel Dashboards	Excel Macros / VBA		
Advanced User Data Analyst		Power BI				