

CIPHR People Refresher

This shortened one day course is recommended for users of CIPHR People who have previously attended the CIPHR People Familiarisation course. It will go over some key areas of the product, new functionality and general hints and tips.

PRECONDITIONS

Delegates must have attended a CIPHR People Familiarisation event.

GOALS

Delegates should complete the course with:

- An enhanced working knowledge of CIPHR People
- A good understanding of the latest functionality within CIPHR People
- An ability to enter data and produce standard reports
- The ability to produce letters and graphs
- An ability to manipulate data within Excel using Pivot Tables

COURSE CONTENT

The CIPHR People Refresher course will cover:

- New functionality within CIPHR People
- Hints and tips to make navigation and data entry easier
- Carrying out bulk changes to multiple records
- Practical examples to illustrate product functionality
- Manipulation of data within spreadsheets through the use of Pivot Tables
- Production of standard reports
- Performing Mail Merges with word processing software.

This outline represents the topics which are usually covered on this event. The actual course work may be adjusted to suit the individual needs of the delegates.

Please note that the training will be conducted on the latest version of the product. If any differences exist between this and previous versions, these will be highlighted by the trainer.

TO REGISTER...

To register for this course or if you would like more information about this and other courses, please contact the training centre



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