

## Excel Ignite Session 01: Navigation

Session Agenda		Running Total (Min)		90
#	Activity	Start Time	End Time	Duration (Min)
1	Welcome & Intro	12:00 PM	12:05 PM	5
2	Questions for the chat	12:05 PM	12:10 PM	5
3	Excel Challenge - I explain	12:10 PM	12:15 PM	5
4	Excel Challenge - You do the challenge	12:15 PM	12:20 PM	5
5	Excel Challenge - I teach you the secret	12:20 PM	12:25 PM	5
6	Excel Challenge - You do the challenge again	12:25 PM	12:30 PM	5
7	Excel Challenge - We review the impact over time	12:30 PM	12:35 PM	5
8	Housekeeping / Navigation Foundational Principles	12:35 PM	12:45 PM	10
9	Exercise A: I Demo	12:45 PM	12:55 PM	10
10	<b>START BREAKOUT ROOMS - 1 PERSON PER ROOM</b>			
11	Exercise A: You Do	12:55 PM	1:05 PM	10
12	<b>END BREAKOUT ROOMS</b>			
13	Exercise A: We Review	1:05 PM	1:15 PM	10
14	<b>START BREAKOUT ROOMS - 2 PEOPLE PER ROOM</b>			
15	Breakout in pairs	1:15 PM	1:20 PM	5
16	<b>END BREAKOUT ROOMS</b>			
17	Conclusion: Recap, Parting Words, HW	1:20 PM	1:25 PM	5
18	Q&A / Buffer Time	1:25 PM	1:30 PM	5

### **Exercise Instructions:**

- 1 Complete all the exercises (including BONUS questions if applicable) WITHOUT focusing on efficiency.
- 2 Redo the exercises (unhide tabs) with a focus on using the keyboard as much as possible and finding the most efficient solution (fewest number of steps).
- 3 Practice the most efficient solutions several times.
- 4 Brainstorm how to apply what you've learned at your job or your current project.
- 5 Identify 1 or 2 people to teach what you have learned.

## Excel Ignite Session 02: Formatting

Session Agenda		Running Total (Min)		90
#	Activity	Start Time	End Time	Duration (Min)
1	Welcome & Sharing Impact of Learnings	12:00 PM	12:05 PM	5
2	Formatting Foundational Principles	12:05 PM	12:09 PM	4
3	Questions for the chat	12:09 PM	12:10 PM	1
4	Demo Preamble	12:10 PM	12:15 PM	5
5	Exercise A: I Demo	12:15 PM	12:25 PM	10
6	<b>START BREAKOUT ROOMS - 1 PERSON PER ROOM</b>			
7	Exercise A: You Do	12:25 PM	12:35 PM	10
8	<b>END BREAKOUT ROOMS</b>			
9	Exercise A: We Review	12:35 PM	12:45 PM	10
10	Exercise B: I Demo	12:45 PM	12:55 PM	10
11	<b>START BREAKOUT ROOMS - 1 PERSON PER ROOM</b>			
12	Exercise B: You Do	12:55 PM	1:05 PM	10
13	<b>END BREAKOUT ROOMS</b>			
14	Exercise B: We Review	1:05 PM	1:15 PM	10
15	<b>START BREAKOUT ROOMS - 2 PEOPLE PER ROOM</b>			
16	Breakout in pairs	1:15 PM	1:20 PM	5
17	<b>END BREAKOUT ROOMS</b>			
18	Conclusion: Recap, Parting Words, HW	1:20 PM	1:25 PM	5
19	Q&A / Buffer Time	1:25 PM	1:30 PM	5

### **Exercise Instructions:**

- 1 Complete all the exercises (including BONUS questions if applicable) WITHOUT focusing on efficiency.
- 2 Redo the exercises (unhide tabs) with a focus on using the keyboard as much as possible and finding the most efficient solution (fewest number of steps).
- 3 Practice the most efficient solutions several times.
- 4 Brainstorm how to apply what you've learned at your job or your current project.
- 5 Identify 1 or 2 people to teach what you have learned.

## Excel Ignite Session 03: Formulas

Session Agenda		Running Total (Min)		90
#	Activity	Start Time	End Time	Duration (Min)
1	Welcome & Sharing Impact of Learnings	12:00 PM	12:05 PM	5
2	Formula Foundational Principles	12:05 PM	12:09 PM	4
3	Questions for the chat	12:09 PM	12:10 PM	1
4	Demo Preamble	12:10 PM	12:15 PM	5
5	Exercise A: I Demo	12:15 PM	12:25 PM	10
6	<b>START BREAKOUT ROOMS - 1 PERSON PER ROOM</b>			
7	Exercise A: You Do	12:25 PM	12:35 PM	10
8	<b>END BREAKOUT ROOMS</b>			
9	Exercise A: We Review	12:35 PM	12:45 PM	10
10	Exercise B: I Demo	12:45 PM	12:55 PM	10
11	<b>START BREAKOUT ROOMS - 1 PERSON PER ROOM</b>			
12	Exercise B: You Do	12:55 PM	1:05 PM	10
13	<b>END BREAKOUT ROOMS</b>			
14	Exercise B: We Review	1:05 PM	1:15 PM	10
15	<b>START BREAKOUT ROOMS - 2 PEOPLE PER ROOM</b>			
16	Breakout in pairs	1:15 PM	1:20 PM	5
17	<b>END BREAKOUT ROOMS</b>			
18	Conclusion: Recap, Parting Words, HW, Hot Seat 4 students	1:20 PM	1:25 PM	5
19	Q&A / Buffer Time	1:25 PM	1:30 PM	5

### **Exercise Instructions:**

- 1 Complete all the exercises (including BONUS questions if applicable) WITHOUT focusing on efficiency.
- 2 Redo the exercises (unhide tabs) with a focus on using the keyboard as much as possible and finding the most efficient solution (fewest number of steps).
- 3 Practice the most efficient solutions several times.
- 4 Brainstorm how to apply what you've learned at your job or your current project.
- 5 Identify 1 or 2 people to teach what you have learned.

## Excel Ignite Session 04: Q&A

### Session Agenda

Running Total (Min)

90

#	Activity	Start Time	End Time	Duration (Min)
1	Welcome & Sharing Impact of Learnings	12:00 PM	12:10 PM	10
2	Specific questions, or topics to review	12:10 PM	12:20 PM	10
3	Hot Seat 1	12:20 PM	12:35 PM	15
4	Hot Seat 2	12:35 PM	12:50 PM	15
5	Hot Seat 3	12:50 PM	1:05 PM	15
6	Hot Seat 4	1:05 PM	1:20 PM	15
7	<b>START BREAKOUT ROOMS - 2 PEOPLE PER ROOM</b>			
8	Breakout in pairs	1:20 PM	1:25 PM	5
9	<b>END BREAKOUT ROOMS</b>			
10	Conclusion: Recap & Final Parting Words	1:25 PM	1:30 PM	5