

HRF Excel Team Training Module 1: Navigation

Session Agenda		Total Duration (Min)		120
#	Activity	Start Time (EST)	End Time (EST)	Duration (Min)
1	Initial Joining Grace Period	1:00 PM	1:05 PM	5
2	Welcome & Intro	1:05 PM	1:10 PM	5
3	Questions for the chat	1:10 PM	1:15 PM	5
4	Excel Challenge - I explain	1:15 PM	1:20 PM	5
5	Excel Challenge - You do the challenge	1:20 PM	1:25 PM	5
6	Excel Challenge - I teach you the secret	1:25 PM	1:30 PM	5
7	Excel Challenge - You do the challenge again	1:30 PM	1:35 PM	5
8	Excel Challenge - We review the impact over time	1:35 PM	1:40 PM	5
9	Housekeeping / Navigation Foundational Principles	1:40 PM	1:50 PM	10
10	Exercise A: I Demo	1:50 PM	2:05 PM	15
11	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
12	Exercise A: You Do	2:05 PM	2:25 PM	20
13	END BREAKOUT ROOMS			
14	Exercise A: We Review	2:25 PM	2:35 PM	10
15	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
16	Breakout in pairs	2:35 PM	2:40 PM	5
17	END BREAKOUT ROOMS			
18	Conclusion: Recap, Parting Words, HW	2:40 PM	2:45 PM	5
19	Q&A / Buffer Time	2:45 PM	2:55 PM	10
20	End Early	2:55 PM	3:00 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.

HRF Excel Team Training Module 2: Formatting

Session Agenda		Total Duration (Min)		120
#	Activity	Start Time (EST)	End Time (EST)	Duration (Min)
1	Initial Joining Grace Period	1:00 PM	1:05 PM	5
2	Welcome & Sharing Impact of Learnings	1:05 PM	1:10 PM	5
3	Formatting Foundational Principles	1:10 PM	1:14 PM	4
4	Questions for the chat	1:14 PM	1:15 PM	1
5	Demo Preamble	1:15 PM	1:20 PM	5
6	Exercise A: I Demo	1:20 PM	1:30 PM	10
7	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
8	Exercise A: You Do	1:30 PM	1:50 PM	20
9	END BREAKOUT ROOMS			
10	Exercise A: We Review	1:50 PM	2:00 PM	10
11	Exercise B: I Demo	2:00 PM	2:10 PM	10
12	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
13	Exercise B: You Do	2:10 PM	2:30 PM	20
14	END BREAKOUT ROOMS			
15	Exercise B: We Review	2:30 PM	2:40 PM	10
16	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
17	Breakout in pairs	2:40 PM	2:45 PM	5
18	END BREAKOUT ROOMS			
19	Conclusion: Recap, Parting Words, HW	2:45 PM	2:50 PM	5
20	Q&A / Buffer Time	2:50 PM	2:55 PM	5
21	End Early	2:55 PM	3:00 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.

HRF Excel Team Training Module 3: Formula Fundamentals

Session Agenda		Total Duration (Min)		120
#	Activity	Start Time (EST)	End Time (EST)	Duration (Min)
1	Initial Joining Grace Period	1:00 PM	1:05 PM	5
2	Welcome & Sharing Impact of Learnings	1:05 PM	1:10 PM	5
3	Formula Foundational Principles	1:10 PM	1:23 PM	13
4	Questions for the chat	1:23 PM	1:24 PM	1
5	Demo Preamble	1:24 PM	1:25 PM	1
6	Exercise A: I Demo	1:25 PM	1:35 PM	10
7	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
8	Exercise A: You Do	1:35 PM	1:55 PM	20
9	END BREAKOUT ROOMS			
10	Exercise A: We Review	1:55 PM	2:05 PM	10
11	Exercise B: I Demo	2:05 PM	2:15 PM	10
12	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
13	Exercise B: You Do	2:15 PM	2:35 PM	20
14	END BREAKOUT ROOMS			
15	Exercise B: We Review	2:35 PM	2:45 PM	10
16	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
17	Breakout in pairs	2:45 PM	2:50 PM	5
18	END BREAKOUT ROOMS			
19	Conclusion: Recap, Parting Words, HW	2:50 PM	2:52 PM	2
20	Q&A / Buffer Time	2:52 PM	2:55 PM	3
21	End Early	2:55 PM	3:00 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.

HRF Excel Team Training Module 4: Formula Deep Dive

Session Agenda		Total Duration (Min)		120
#	Activity	Start Time (EST)	End Time (EST)	Duration (Min)
1	Initial Joining Grace Period	1:00 PM	1:05 PM	5
2	Welcome & Sharing Impact of Learnings	1:05 PM	1:10 PM	5
3	Math, Logical, and Lookup Function Fundamentals	1:10 PM	1:18 PM	8
4	Questions for the chat	1:18 PM	1:19 PM	1
5	Demo Preamble	1:19 PM	1:20 PM	1
6	Exercise A: I Demo	1:20 PM	1:30 PM	10
7	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
8	Exercise A: You Do	1:30 PM	1:50 PM	20
9	END BREAKOUT ROOMS			
10	Exercise A: We Review	1:50 PM	2:00 PM	10
11	Exercise B: I Demo	2:00 PM	2:10 PM	10
12	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
13	Exercise B: You Do	2:10 PM	2:30 PM	20
14	END BREAKOUT ROOMS			
15	Exercise B: We Review	2:30 PM	2:40 PM	10
16	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
17	Breakout in pairs	2:40 PM	2:45 PM	5
18	END BREAKOUT ROOMS			
19	Conclusion: Recap, Parting Words, HW	2:45 PM	2:50 PM	5
20	Q&A / Buffer Time	2:50 PM	2:55 PM	5
21	End Early	2:55 PM	3:00 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.

HRF Excel Team Training Module 5: Pivot Tables

Session Agenda		Total Duration (Min)		120
#	Activity	Start Time (EST)	End Time (EST)	Duration (Min)
1	Initial Joining Grace Period	1:00 PM	1:05 PM	5
2	Welcome & Sharing Impact of Learnings	1:05 PM	1:10 PM	5
3	Questions for the chat	1:10 PM	1:12 PM	2
4	What is a Pivot Table & why should I care?	1:12 PM	1:15 PM	3
5	Example: LEGOs	1:15 PM	1:25 PM	10
6	Learning the Lingo	1:25 PM	1:35 PM	10
7	Example: Salsa Log	1:35 PM	1:45 PM	10
8	Case Study: How I made \$70K using Pivot Tables	1:45 PM	1:55 PM	10
9	How to create a Pivot Table: I Demo	1:55 PM	2:00 PM	5
10	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
11	Workshop: Build your own Pivot Tables (You Do)	2:00 PM	2:25 PM	25
12	END BREAKOUT ROOMS			
13	Workshop: We Review	2:25 PM	2:40 PM	15
14	Conclusion: Recap	2:40 PM	2:45 PM	5
15	Class Evaluation	2:45 PM	2:50 PM	5
16	Q&A / Buffer Time	2:50 PM	2:55 PM	5
17	End Early	2:55 PM	3:00 PM	5