

Excel Cornerstones Session 01: Navigation

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

Excel Cornerstones Session 02: Formatting

Session Agenda		Running Total (Min)		120
#	Activity	Start Time	End Time	Duration (Min)
1	Initial Joining Grace Period	12:00 PM	12:05 PM	5
2	Welcome & Sharing Impact of Learnings	12:05 PM	12:10 PM	5
3	Formatting Foundational Principles	12:10 PM	12:14 PM	4
4	Questions for the chat	12:14 PM	12:15 PM	1
5	Demo Preamble	12:15 PM	12:20 PM	5
6	Exercise A: I Demo	12:20 PM	12:30 PM	10
7	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
8	Exercise A: You Do	12:30 PM	12:45 PM	15
9	END BREAKOUT ROOMS			
10	Exercise A: We Review	12:45 PM	1:00 PM	15
11	Exercise B: I Demo	1:00 PM	1:10 PM	10
12	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
13	Exercise B: You Do	1:10 PM	1:25 PM	15
14	END BREAKOUT ROOMS			
15	Exercise B: We Review	1:25 PM	1:40 PM	15
16	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
17	Breakout in pairs	1:40 PM	1:45 PM	5
18	END BREAKOUT ROOMS			
19	Conclusion: Recap, Parting Words, HW	1:45 PM	1:50 PM	5
20	Q&A / Buffer Time	1:50 PM	1:55 PM	5
21	End Early	1:55 PM	2:00 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.

Excel Cornerstones Session 03: Formula Fundamentals

Session Agenda		Running Total (Min)		120
#	Activity	Start Time	End Time	Duration (Min)
1	Initial Joining Grace Period	12:00 PM	12:05 PM	5
2	Welcome & Sharing Impact of Learnings	12:05 PM	12:10 PM	5
3	Formula Foundational Principles	12:10 PM	12:14 PM	4
4	Questions for the chat	12:14 PM	12:15 PM	1
5	Demo Preamble	12:15 PM	12:20 PM	5
6	Exercise A: I Demo	12:20 PM	12:30 PM	10
7	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
8	Exercise A: You Do	12:30 PM	12:45 PM	15
9	END BREAKOUT ROOMS			
10	Exercise A: We Review	12:45 PM	1:00 PM	15
11	Exercise B: I Demo	1:00 PM	1:10 PM	10
12	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
13	Exercise B: You Do	1:10 PM	1:25 PM	15
14	END BREAKOUT ROOMS			
15	Exercise B: We Review	1:25 PM	1:40 PM	15
16	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
17	Breakout in pairs	1:40 PM	1:45 PM	5
18	END BREAKOUT ROOMS			
19	Class Evaluation	1:45 PM	1:50 PM	5
20	Conclusion: Recap, Parting Words, HW, Hot Seats	1:50 PM	1:55 PM	5
21	End Early	1:55 PM	2:00 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.

Excel Cornerstones Session 04: Q&A

Session Agenda

Running Total (Min)

60

#	Activity	Start Time	End Time	Duration (Min)
1	Initial Joining Grace Period	12:00 PM	12:05 PM	5
2	Welcome & Sharing Impact of Learnings	12:05 PM	12:10 PM	5
3	Specific questions, or topics to review	12:10 PM	12:15 PM	5
4	Hot Seat 1	12:15 PM	12:25 PM	10
5	Hot Seat 2	12:25 PM	12:35 PM	10
6	Hot Seat 3	12:35 PM	12:45 PM	10
7	Conclusion: Recap & Final Parting Words	12:45 PM	12:50 PM	5
8	Q&A/ Buffer Time	12:50 PM	12:55 PM	5
9	End Early	12:55 PM	1:00 PM	5