

Excel Cornerstones Session 01: Navigation

Session Agenda		Running Total (Min)		120
#	Activity	Start Time	End Time	Duration (Min)
1	Initial Joining Grace Period	9:30 AM	9:35 AM	5
2	Welcome & Intro	9:35 AM	9:40 AM	5
3	Questions for the chat	9:40 AM	9:45 AM	5
4	Excel Challenge - I explain	9:45 AM	9:50 AM	5
5	Excel Challenge - You do the challenge	9:50 AM	9:55 AM	5
6	Excel Challenge - I teach you the secret	9:55 AM	10:00 AM	5
7	Excel Challenge - You do the challenge again	10:00 AM	10:05 AM	5
8	Excel Challenge - We review the impact over time	10:05 AM	10:10 AM	5
9	Housekeeping / Navigation Foundational Principles	10:10 AM	10:20 AM	10
10	Exercise A: I Demo	10:20 AM	10:35 AM	15
11	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
12	Exercise A: You Do	10:35 AM	10:50 AM	15
13	END BREAKOUT ROOMS			
14	Exercise A: We Review	10:50 AM	11:05 AM	15
15	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
16	Breakout in pairs	11:05 AM	11:10 AM	5
17	END BREAKOUT ROOMS			
18	Conclusion: Recap, Parting Words, HW	11:10 AM	11:15 AM	5
19	Q&A / Buffer Time	11:15 AM	11:25 AM	10
20	End Early	11:25 AM	11:30 AM	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	9:30 AM	9:35 AM	5
2	Welcome & Sharing Impact of Learnings	9:35 AM	9:40 AM	5
3	Formatting Foundational Principles	9:40 AM	9:44 AM	4
4	Questions for the chat	9:44 AM	9:45 AM	1
5	Demo Preamble	9:45 AM	9:50 AM	5
6	Exercise A: I Demo	9:50 AM	10:00 AM	10
7	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
8	Exercise A: You Do	10:00 AM	10:15 AM	15
9	END BREAKOUT ROOMS			
10	Exercise A: We Review	10:15 AM	10:30 AM	15
11	Exercise B: I Demo	10:30 AM	10:40 AM	10
12	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
13	Exercise B: You Do	10:40 AM	10:55 AM	15
14	END BREAKOUT ROOMS			
15	Exercise B: We Review	10:55 AM	11:10 AM	15
16	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
17	Breakout in pairs	11:10 AM	11:15 AM	5
18	END BREAKOUT ROOMS			
19	Conclusion: Recap, Parting Words, HW	11:15 AM	11:20 AM	5
20	Q&A / Buffer Time	11:20 AM	11:25 AM	5
21	End Early	11:25 AM	11:30 AM	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	9:30 AM	9:35 AM	5
2	Welcome & Sharing Impact of Learnings	9:35 AM	9:40 AM	5
3	Formula Foundational Principles	9:40 AM	9:44 AM	4
4	Questions for the chat	9:44 AM	9:45 AM	1
5	Demo Preamble	9:45 AM	9:50 AM	5
6	Exercise A: I Demo	9:50 AM	10:00 AM	10
7	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
8	Exercise A: You Do	10:00 AM	10:15 AM	15
9	END BREAKOUT ROOMS			
10	Exercise A: We Review	10:15 AM	10:30 AM	15
11	Exercise B: I Demo	10:30 AM	10:40 AM	10
12	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
13	Exercise B: You Do	10:40 AM	10:55 AM	15
14	END BREAKOUT ROOMS			
15	Exercise B: We Review	10:55 AM	11:10 AM	15
16	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
17	Breakout in pairs	11:10 AM	11:15 AM	5
18	END BREAKOUT ROOMS			
19	Class Evaluation	11:15 AM	11:20 AM	5
20	Conclusion: Recap, Parting Words, HW	11:20 AM	11:25 AM	5
21	End Early	11:25 AM	11:30 AM	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.