

Excel Formula Deep Dive Session 01: Math and Text Functions

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	12:08 PM	3
3	Questions for the chat	12:08 PM	12:10 PM	2
4	Housekeeping	12:10 PM	12:15 PM	5
5	Formula Fundamentals	12:15 PM	12:23 PM	8
6	Demo Preamble	12:23 PM	12:25 PM	2
7	Exercise A: I Demo	12:25 PM	12:35 PM	10
8	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
9	Exercise A: You Do	12:35 PM	12:55 PM	20
10	END BREAKOUT ROOMS			
11	Exercise A: We Review	12:55 PM	1:05 PM	10
12	Exercise B: I Demo	1:05 PM	1:15 PM	10
13	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
14	Exercise B: You Do	1:15 PM	1:35 PM	20
15	END BREAKOUT ROOMS			
16	Exercise B: We Review	1:35 PM	1:45 PM	10
17	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
18	Breakout in pairs	1:45 PM	1:50 PM	5
19	END BREAKOUT ROOMS			
20	Conclusion: Recap, Parting Words, HW	1:50 PM	1:53 PM	3
21	Q&A / Buffer Time	1:53 PM	1:55 PM	2
22	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 Formula Deep Dive Session 02: Date & Time and Logical Functions

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	Questions for the chat	12:10 PM	12:12 PM	2
4	Demo Preamble	12:12 PM	12:15 PM	3
5	Exercise A: I Demo	12:15 PM	12:25 PM	10
6	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
7	Exercise A: You Do	12:25 PM	12:45 PM	20
8	END BREAKOUT ROOMS			
9	Exercise A: We Review	12:45 PM	12:55 PM	10
10	Exercise B: I Demo	12:55 PM	1:10 PM	15
11	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
12	Exercise B: You Do	1:10 PM	1:30 PM	20
13	END BREAKOUT ROOMS			
14	Exercise B: We Review	1:30 PM	1:45 PM	15
15	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
16	Breakout in pairs	1:45 PM	1:50 PM	5
17	END BREAKOUT ROOMS			
18	Conclusion: Recap, Parting Words, HW	1:50 PM	1:52 PM	2
19	Q&A / Buffer Time	1:52 PM	1:55 PM	3
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 Formula Deep Dive Session 03: Lookup Functions and Fixing Errors

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	Questions for the chat	12:10 PM	12:11 PM	1
4	Demo Preamble	12:11 PM	12:15 PM	4
5	Exercise A: I Demo	12:15 PM	12:30 PM	15
6	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
7	Exercise A: You Do	12:30 PM	12:50 PM	20
8	END BREAKOUT ROOMS			
9	Exercise A: We Review	12:50 PM	1:05 PM	15
10	Exercise B: I Demo	1:05 PM	1:15 PM	10
11	START BREAKOUT ROOMS - 1 PERSON PER ROOM			
12	Exercise B: You Do	1:15 PM	1:35 PM	20
13	END BREAKOUT ROOMS			
14	Exercise B: We Review	1:35 PM	1:45 PM	10
15	START BREAKOUT ROOMS - 2 PEOPLE PER ROOM			
16	Breakout in pairs	1:45 PM	1:50 PM	5
17	END BREAKOUT ROOMS			
18	Class Evaluation	1:50 PM	1:55 PM	5
19	Conclusion: Recap, Parting Words, HW	1:55 PM	1:57 PM	2
20	End Early	1:57 PM	2:00 PM	3

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.