Excel Ignite Session 01: Navigation

Session Agenda   **Running Total (Min)**   **120**

#	Activity	Start Time	End Time	Duration (Min)
1	Initial Joining Grace Period	10:00 AM	10:05 AM	5
2	Welcome & Intro	10:05 AM	10:10 AM	5
3	Questions for the chat	10:10 AM	10:15 AM	5
4	Excel Challenge - I explain	10:15 AM	10:20 AM	5
5	Excel Challenge - You do the challenge	10:20 AM	10:25 AM	5
6	Excel Challenge - I teach you the secret	10:25 AM	10:30 AM	5
7	Excel Challenge - You do the challenge again	10:30 AM	10:35 AM	5
8	Excel Challenge - We review the impact over time	10:35 AM	10:40 AM	5
9	Housekeeping / Navigation Foundational Principles	10:40 AM	10:50 AM	10
10	Exercise A: I Demo	10:50 AM	11:05 AM	15
11	**START BREAKOUT ROOMS - 1 PERSON PER ROOM**			
12	Exercise A: You Do	11:05 AM	11:20 AM	15
13	**END BREAKOUT ROOMS**			
14	Exercise A: We Review	11:20 AM	11:35 AM	15
15	**START BREAKOUT ROOMS - 2 PEOPLE PER ROOM**			
16	Breakout in pairs	11:35 AM	11:40 AM	5
17	**END BREAKOUT ROOMS**			
18	Conclusion: Recap, Parting Words, HW	11:40 AM	11:45 AM	5
19	Q&A / Buffer Time	11:45 AM	11:55 AM	10
20	End Early	11:55 AM	12:00 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 Ignite Session 02: Formatting

Session Agenda		Running Total (Min)		120

#	Activity	Start Time	End Time	Duration (Min)
1	Initial Joining Grace Period	10:00 AM	10:05 AM	5
2	Welcome & Sharing Impact of Learnings	10:05 AM	10:10 AM	5
3	Formatting Foundational Principles	10:10 AM	10:14 AM	4
4	Questions for the chat	10:14 AM	10:15 AM	1
5	Demo Preamble	10:15 AM	10:20 AM	5
6	Exercise A: I Demo	10:20 AM	10:30 AM	10
7	**START BREAKOUT ROOMS - 1 PERSON PER ROOM**			
8	Exercise A: You Do	10:30 AM	10:45 AM	15
9	**END BREAKOUT ROOMS**			
10	Exercise A: We Review	10:45 AM	11:00 AM	15
11	Exercise B: I Demo	11:00 AM	11:10 AM	10
12	**START BREAKOUT ROOMS - 1 PERSON PER ROOM**			
13	Exercise B: You Do	11:10 AM	11:25 AM	15
14	**END BREAKOUT ROOMS**			
15	Exercise B: We Review	11:25 AM	11:40 AM	15
16	**START BREAKOUT ROOMS - 2 PEOPLE PER ROOM**			
17	Breakout in pairs	11:40 AM	11:45 AM	5
18	**END BREAKOUT ROOMS**			
19	Conclusion: Recap, Parting Words, HW	11:45 AM	11:50 AM	5
20	Q&A / Buffer Time	11:50 AM	11:55 AM	5
21	End Early	11:55 AM	12:00 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 Ignite Session 03: Formula Fundamentals

Session Agenda   **Running Total (Min)**   **120**

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