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FRED PRYOR SEMINARS
CAREERTRACK.



Microsoft® Excel®
Beyond the Basics

POST-SEMINAR ACTIVITY

PRYORITIZE
LEARNING.

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POST-SEMINAR ACTIVITY

Get the Most Out of Your Seminar

Here are several exercises to help you solidify and retain the skills taught in *Excel Beyond the Basics*. After a good night's sleep, you'll be ready to hit your desk and try out what you've learned. Refer to your pre-seminar workbook to remind you of your goals and the challenges you identified as most important.

Day After Seminar

- Find the pages in your digital seminar workbook that show your two to three highest priority tasks.
- Follow the steps in your workbook to perform each task on your own data.
- Print just those pages for you to keep beside your workstation as you incorporate the skills in to your daily work.

Week After Seminar

- Using the seminar workbook table of contents or your notes, make a list of 10 additional skills you wish to practice and reinforce.
- Practice two skills each day.
- Open your digital seminar workbook to the skill and follow the steps to perform each task on your own data.
- Print only the pages for skills that you would like to incorporate into your daily work.
- If needed, practice one or two high priority skills each day as well.

Month After Seminar

- Once you are comfortable with your highest priority skills, choose one or two "reach" skills with which you would like to challenge yourself.
- When an opportunity presents itself to practice a reach skill during your work, set aside some extra time to complete the task. For example: You may not usually use Sparklines in your monthly report, but give them a try *this* month!

Be Patient! It may take you longer to complete your work as you incorporate new skills, but the time you are taking will be worth it the next time the task comes up! Set aside learning time along with your work as an investment in YOU.



POST-SEMINAR ACTIVITY

Host a Lunch & Learn

Keep the momentum going with a Lunch and Learn “hosted” by Pryor Learning Solutions. Here is a guide to plan and execute an hour-long, self-guided session. Topic ideas include Excel® skills that reinforce and compliment the *Excel® - Beyond the Basics Seminar*.

Plan

A successful Lunch and Learn takes foresight and planning. Here are some basic steps you’ll want to take:

- Schedule a time and reserve a room and any appropriate equipment needed (such as a computer or video display equipment).
- Finalize details: caterer if wanted, simple drinks such as coffee and water if attendees will bring their own lunches, budget, topic, incentives if appropriate.
- Promote – Send invitations, “advertise” the event in appropriate communications channels, collect reservations.
- Send reminders day before and day of event.
- Have a little fun – If your work environment is amenable, think about lunch items or activities that fit the “theme” of your topic. Example: Going over formulas? Invite attendees to bring their favorite recipe and then note how building a formula using functions is similar to following a recipe.

Bonus – Pro Tips

- **Hot Tips From Your Team:** Ask everyone to bring a moderately advanced skill they want to teach, something that they might be uniquely qualified to share, or are proud of having learned.
- **Most Useful Functions:** Introduce 3-5 of the most useful functions for your business or industry with examples of how they are used. Have attendees vote on the ones they would like to learn!
- **Customize Excel:** Introduce several of Excel’s powerful customization options such as Quick Access Toolbar, custom ribbons, custom AutoFill lists or custom AutoCorrect.
- **Chart Design:** Find an expert or a skilled designer in your community to talk about the design aspects of creating impactful charts and graphs. Emphasize skills such as compatible colors, fonts, and layout over Excel steps.

Topic Ideas

Microsoft® Excel® Formulas Made Easy - Easily automate calculations and tasks to increase efficiency with basic and advanced Excel formulas.

60 Minutes of Microsoft Excel Secrets: Learn to customize, organize and format your spreadsheets with ease.

Microsoft® Excel® Macros Made Easy: Learn how to create and customize macros to reduce errors and automate everyday tasks.



POST-SEMINAR ACTIVITY

You May Also Like

Learning experts recommend reinforcing new skills with practice and repetition. Listed here are several follow-up courses that we recommend to those who have completed *Excel, Beyond the Basics*.

Have Access to Pryor+?

Here are some resources you may find helpful:

(these are all short 1 minute Online courses available on **Pryor+**)

- Create a PivotTable in Microsoft® Excel® 2016
- Highlight Cells Based on Specific Criteria in Microsoft® Excel® 2016
- Link Worksheets Together in Microsoft® Excel® 2016
- Protect Your Data in Microsoft® Excel® 2016
- Record a Macro in Microsoft® Excel® 2016
- Use Sparklines to Display Trends in Microsoft® Excel® 2016
- Bookmark Groups of Cells for Easy Reference in Microsoft® Excel® 2016
- Create and Re-Name a Table in Microsoft® Excel® 2016
- Insert Subtotals in Microsoft® Excel® 2016
- Modify a Chart in Microsoft® Excel® 2016
- Name a Cell for Use in Formulas and Functions in Microsoft® Excel® 2016
- Use Conditional Functions in Microsoft® Excel® 2016
- Use Data Filters in Microsoft® Excel® 2016

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With over 4,500 Online courses and thousands of live seminars nationwide, the opportunities to learn are right at your fingertips!

Go Deeper

Become an Excel® Power User Learning Path – Tips to improve the quality, accuracy and usefulness of your Excel worksheets

Learn advanced Excel tips and shortcuts to make data more useful and worksheets easier to manipulate. These courses will help you turn Excel into your most powerful productivity tool.

Excel® 2013 Part 2 Series

This series is a review of advanced options and tools for Microsoft Excel 2013.

Microsoft® Excel® 2013 Intermediate

Software Training - eBook (downloadable PDF)

Microsoft® Excel® 2013 Basic

Software Training - eBook (downloadable PDF)

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