



Microsoft® Excel® The Basics

POST-SEMINAR ACTIVITY

PRYORITIZE LEARNING.

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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-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, etc.
- 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 their favorite Excel shortcut to share.
- **Most Useful Functions:** Introduce 3-5 of the most common and most used Excel functions with examples of how they are used. Have attendees vote on the ones they would like to learn!
- **Excel Shortcuts:** Introduce several of Excel’s most useful shortcuts – both keyboard and via the Excel UI.
- **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.

Explore More with Pryor

Microsoft Excel Made Easy - Get familiar with the basics: functions, formulas, commands and more.

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.



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Cut & Save

Get the Most Out of Your Seminar

Here are several exercises to help you solidify and retain the skills taught in *Excel-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!
- Optional challenge – work through the entire digital seminar workbook, front to back, and quickly apply each skill to a practice worksheet of your own data. If you can recognize and complete at least 75% of the skills, you are ready for Excel Beyond the Basics!

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.



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You May Also Like

Learning Experts recommend reinforcing new skills with practice and repetition. Listed here are several follow-up courses available with Pryor+ that we recommend as a next step after *Excel - 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+**)

- Choose Which Part of Your Worksheet to Print in Microsoft® Excel® 2016
- Insert a Chart in Microsoft® Excel® 2016
- Page Setup in Microsoft® Excel® 2016
- Record a Macro in Microsoft® Excel® 2016
- Adjust Row Height and Column Width in Microsoft® Excel® 2016
- Freeze and Unfreeze Columns and Rows in Microsoft® Excel® 2016
- Hide and Unhide Columns and Rows in Microsoft® Excel® 2016
- Insert a Basic Formula in Microsoft® Excel® 2016
- Insert a Basic Function in Microsoft® Excel® 2016

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visit: pryor.com/unlimited-training/



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Go Deeper

Excel® Basics Learning Path - Essential Excel Formulas and Functions for Beginners

Learn how to successfully set up and use basic Excel formulas and functions using these tips, tricks, and shortcuts.
Length: 1 hours 15 minutes

Excel® 2013 Part 1 Series

This series is a review of basic options and tools in Microsoft Excel 2013.

Microsoft® Excel® 2013 Basic

Software Training - eBook (downloadable PDF)

Excel Beyond the Basics (Y7) Seminar

Login to register, or if you aren't on Pryor+, visit pryor.com/unlimited-training/ to learn more.