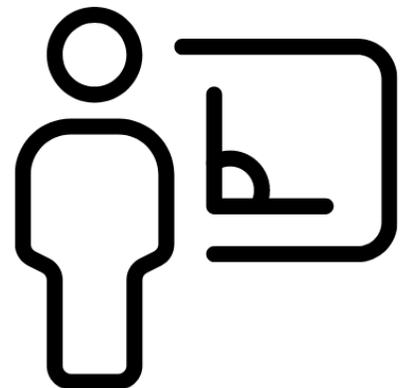


Instructors Guide



On the following pages is a sample module from our Instructor Guide. It provides the instructor with a copy of the material and a Lesson Plans box.

The key benefit for the trainer is the Lesson Plan box. It provides a standardized set of tools to assist the instructor for each lesson. The Lesson Plan box gives an estimated time to complete the lesson, any materials that are needed for the lesson, recommended activities, and additional points to assist in delivering the lessons such as Stories to Share and Delivery Tips.



If you have knowledge, let others light their candles in it.

Margaret Fuller

Module Two: Introduction to Excel 2024



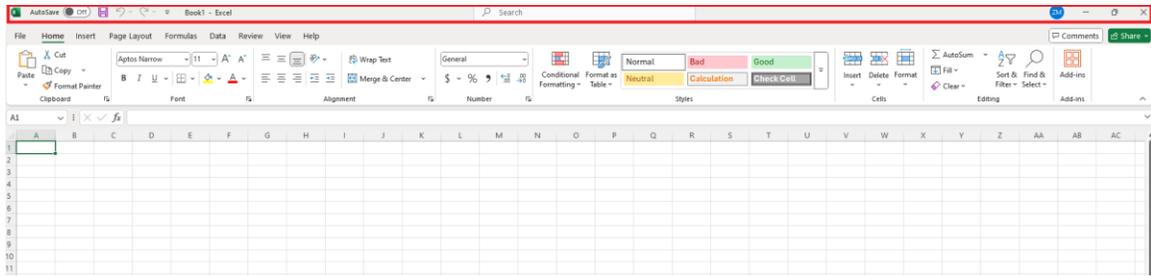
Microsoft Excel 2024 offers a robust set of tools for organizing data, performing calculations, and creating professional reports. Its intuitive interface allows users to navigate workbooks efficiently, manage worksheets with ease, and access frequently used commands through the Ribbon and Quick Access Toolbar. Enhancements in this version improve customization, making it easier to tailor the workspace to specific needs. New features further streamline data analysis and collaboration, providing greater flexibility for both individual users and teams. With a refined layout and expanded functionality, Excel 2024 continues to be an essential tool for productivity and data management.

Understanding Excel's Interface and Navigation

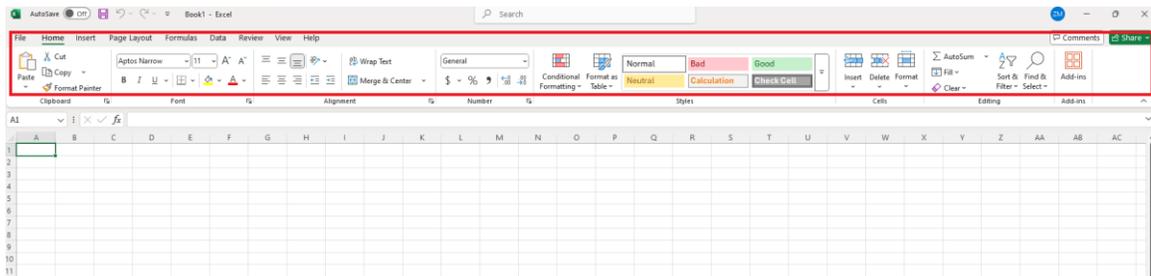
Understanding the layout and navigation tools in Microsoft Excel 2024 is essential for working efficiently and making the most of its features. A clear grasp of the interface helps streamline tasks, reduces time spent searching for tools, and allows for smoother data management and analysis. The interface is designed to be intuitive, with organized sections like the Ribbon, Formula Bar, and Worksheet Area, all working together to support data entry, formatting, and complex calculations.

When you first open Excel 2024, you'll see several key areas that make up the interface, each designed to help you work efficiently:

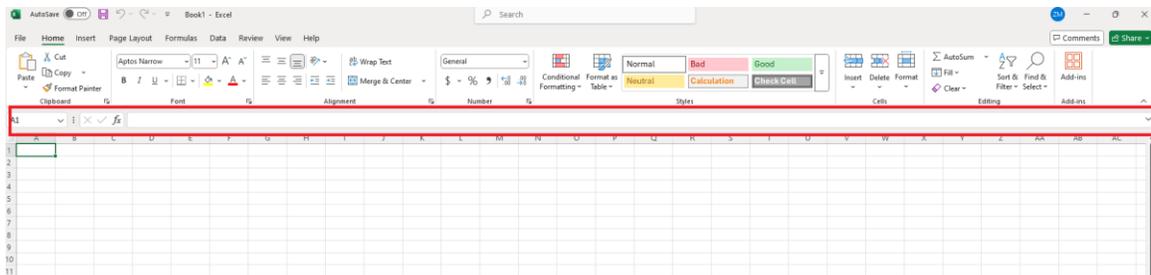
- **Title Bar:** Located at the top of the window, it displays the name of your workbook and provides options to minimize, maximize, or close Excel.



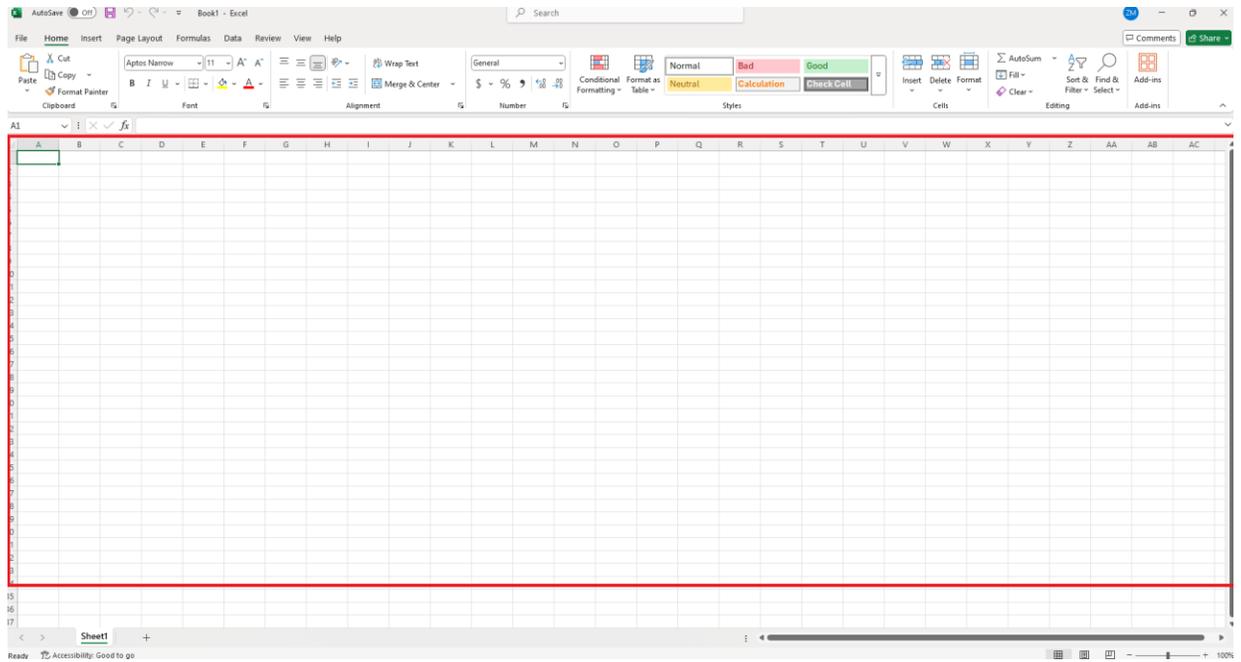
- **Ribbon:** The main navigation panel filled with tabs like Home, Insert, and Formulas, each containing groups of related commands for formatting, data entry, and analysis.



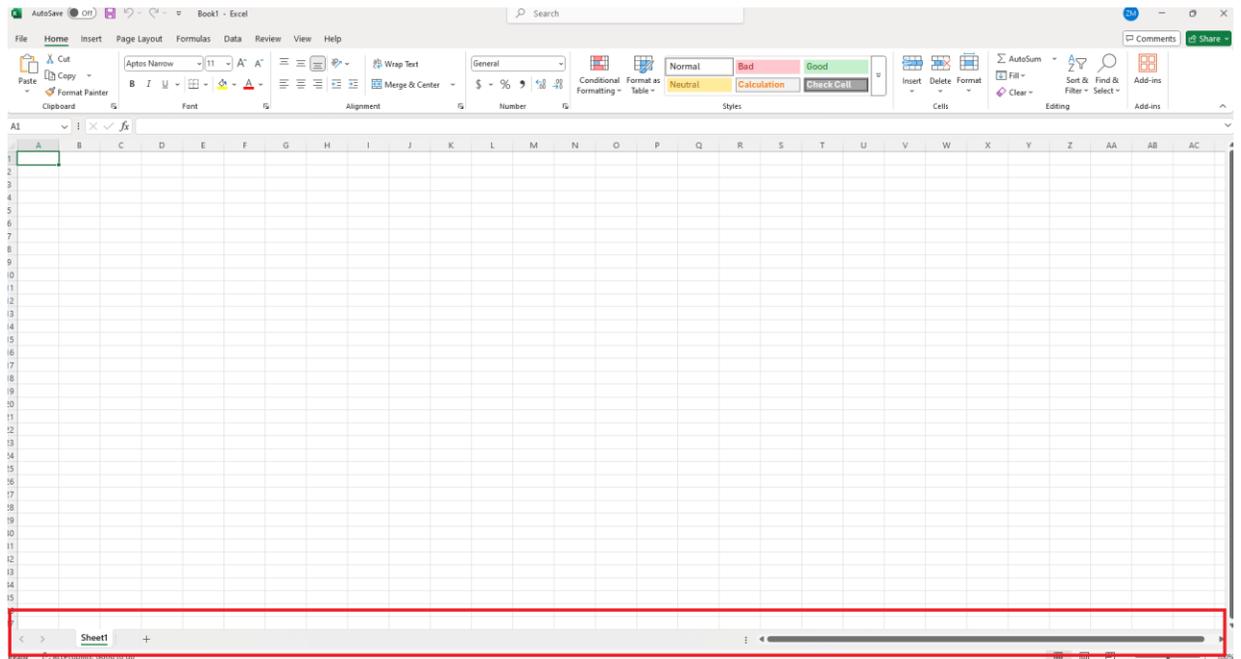
- **Formula Bar:** Positioned below the Ribbon, this is where you can enter or edit data, functions, and formulas. It also displays the contents of the selected cell.



- **Worksheet Area:** The large grid made up of rows and columns where you input, organize, and analyze your data. This is where most of your work happens.



- **Status Bar:** Found at the bottom of the window, it shows useful information like the average, sum, or count of selected cells, and includes view options and a zoom slider.



Estimated Time	10 minutes
Topic Objective	To identify key layouts and navigation tools.

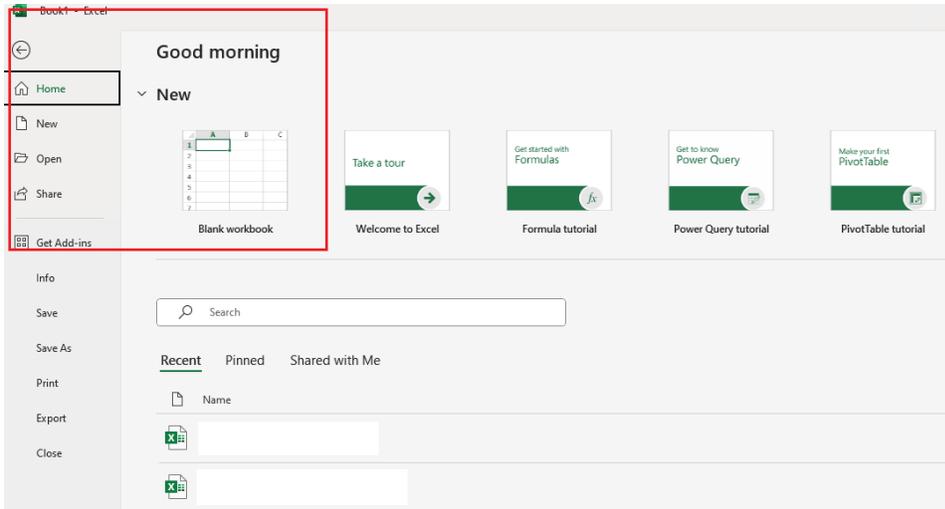
Topic Summary	The interface is designed to be intuitive, with organized sections like the Ribbon, Formula Bar, and Worksheet Area, all working together to support data entry, formatting, and complex calculations.
Materials Required	Worksheet 1: Excel Navigation Challenge
Planning Checklist	Provide enough worksheet printouts for all participants.
Recommended Activity	Have participants complete Worksheet 1: Excel Navigation Challenge. Discuss worksheet results.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	Where is the status bar located? Where is the ribbon located?

Creating, Saving, and Managing Workbooks

Workbooks are the foundation of Microsoft Excel 2024, acting as containers for your worksheets, data, charts, and calculations. Each workbook can hold multiple worksheets, making it easy to organize related information within a single file. Understanding how to create, save, and manage workbooks efficiently is essential for staying organized, protecting your data, and improving workflow. Proper workbook management not only helps prevent data loss but also makes it easier to collaborate, share, and access your files when needed.

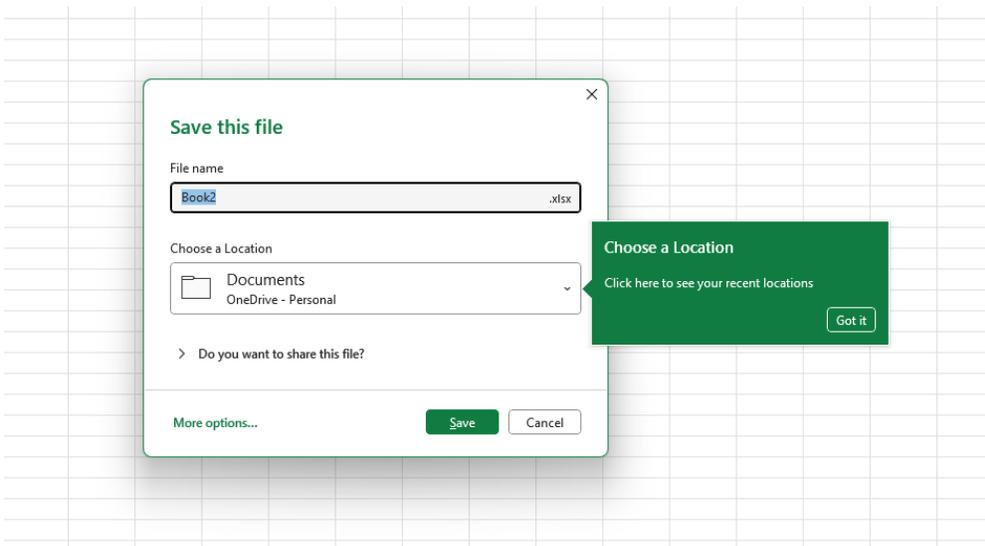
Creating a New Workbook:

Start a new workbook by selecting File > New and choosing Blank Workbook. This opens a fresh grid where you can begin entering data. Excel also offers pre-built templates for specific tasks like budgets or calendars, accessible from the New menu.



Saving a Workbook:

To save your work, go to File > Save As, choose a location, and enter a file name. Excel 2024 defaults to the .xlsx format, which supports most features. You can also save in other formats, like .csv or .pdf, depending on your needs. To quickly save changes, use Ctrl + S.

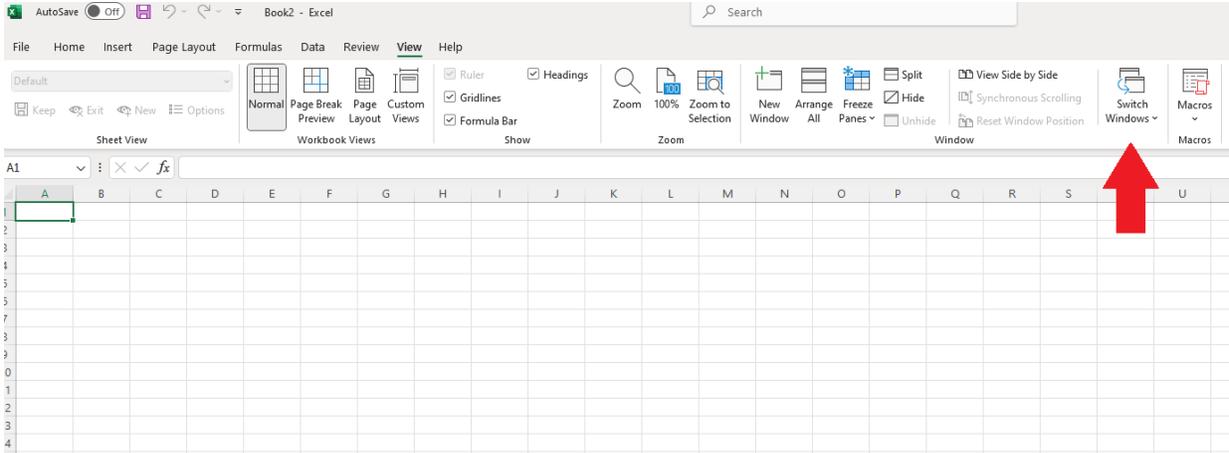


AutoSave and Version History:

If you're working from OneDrive or SharePoint, AutoSave automatically saves your changes in real-time, reducing the risk of data loss. You can also access Version History to review or restore earlier versions of your workbook.

Managing Workbooks:

Excel makes it easy to manage multiple workbooks at once. Use File > Open to browse recent files or open multiple workbooks simultaneously. You can switch between open files using the tabs on your taskbar or through View > Switch Windows in the Ribbon.



Closing and Exiting:

To close a workbook without exiting Excel, select File > Close. If you want to close Excel entirely, click the X in the top-right corner or go to File > Exit. Excel will prompt you to save any unsaved work before closing.

Estimated Time	10 minutes
Topic Objective	To recognize how to create, save, and manage workbooks.
Topic Summary	Workbooks are the foundation of Microsoft Excel 2024, acting as containers for your worksheets, data, charts, and calculations.
Materials Required	Worksheet 2: Workbook Management
Planning Checklist	Provide enough worksheet printouts for all participants.
Recommended Activity	Have participants complete Worksheet 2: Workbook Management. Discuss worksheet results.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What is a workbook?

Working with Worksheets: Adding, Renaming, and Deleting

Worksheets are the individual grids within a workbook where you enter and organize your data. In Microsoft Excel 2024, each workbook starts with one worksheet by default, but you can easily add, rename, or delete worksheets as your project grows. Effectively managing worksheets helps keep your data organized, whether you're handling budgets, reports, or complex data sets across multiple sheets.

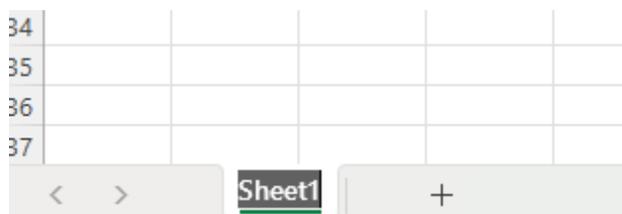
Adding Worksheets:

To add a new worksheet, click the plus (+) icon next to the existing sheet tabs at the bottom of the screen. A new sheet, typically named Sheet2, Sheet3, and so on, will appear. You can also add a new worksheet by right-clicking an existing sheet tab and selecting Insert, then choosing Worksheet.



Renaming Worksheets:

Giving worksheets clear, descriptive names makes navigating your workbook much easier. To rename a worksheet, double-click directly on the sheet tab, type the new name, and press Enter. Alternatively, right-click the sheet tab, select Rename, enter the new name, and press Enter. Excel allows up to 31 characters for worksheet names, but it's best to keep names concise.



Deleting Worksheets:

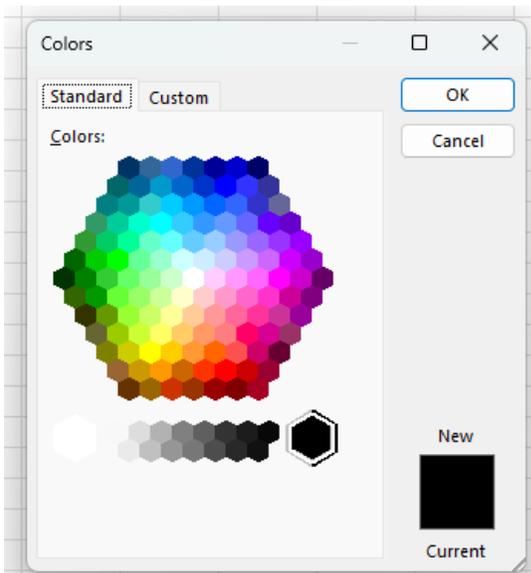
To remove an unwanted worksheet, right-click the sheet tab and select Delete. Excel will prompt you to confirm the deletion, especially if the worksheet contains data, as this action cannot be undone. Be sure to double-check before deleting important sheets.

Rearranging and Duplicating Worksheets:

To rearrange worksheets, simply click and drag the sheet tab to a new position within the workbook. To duplicate a worksheet, right-click the sheet tab, select Move or Copy, check the Create a copy box, and choose where you'd like the duplicate to appear.

Color-Coding Worksheets:

For easier navigation, you can color-code sheet tabs. Right-click the sheet tab, select Tab Color, and choose a color. This is particularly helpful when working with large workbooks, as it allows you to visually group related worksheets.



Estimated Time	10 minutes
Topic Objective	To identify Worksheets and how to manage them.
Topic Summary	Worksheets are the individual grids within a workbook where you enter and organize your data. In Microsoft Excel 2024, each workbook starts with one worksheet by default, but you can easily add, rename, or delete worksheets as your project grows.
Materials Required	Worksheet 3: Working with Worksheets

Planning Checklist	Provide enough worksheet printouts for all participants.
Recommended Activity	Have participants complete Worksheet 3: Working with Worksheets. Discuss worksheet results.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What are worksheets?

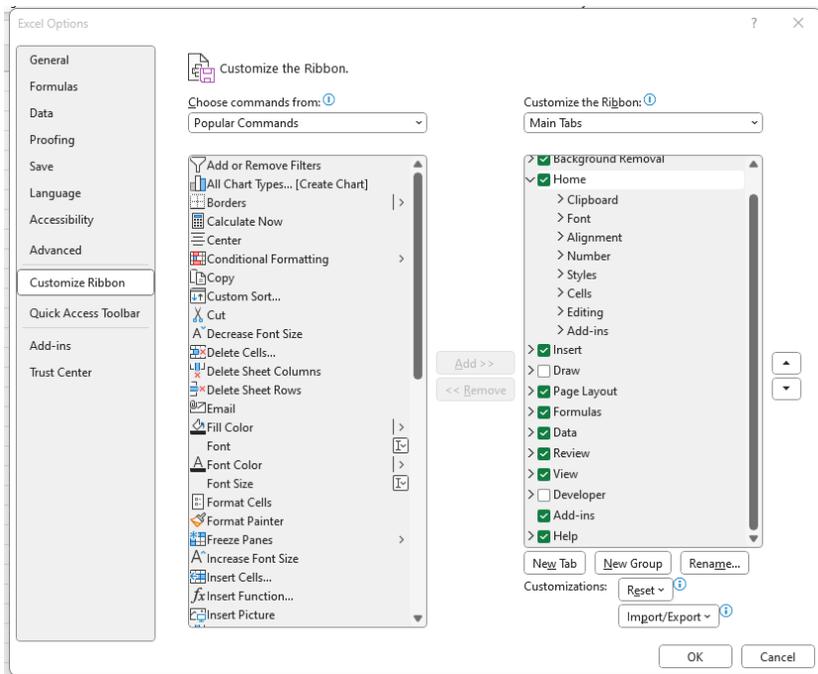
Using the Ribbon, Quick Access Toolbar, and Context Menus

The Ribbon, Quick Access Toolbar (QAT), and Context Menus in Microsoft Excel 2024 are essential navigation tools that give you quick access to the features and commands you use most often. Understanding how these tools work and how to customize them can significantly improve your efficiency and make working in Excel smoother and faster.

The Ribbon:

The Ribbon is Excel's primary navigation area, located at the top of the window. It's organized into tabs like Home, Insert, Formulas, Data, and View, with each tab containing groups of related commands. For example, the Home tab includes formatting, alignment, and editing tools, while the Insert tab allows you to add charts, tables, and images.

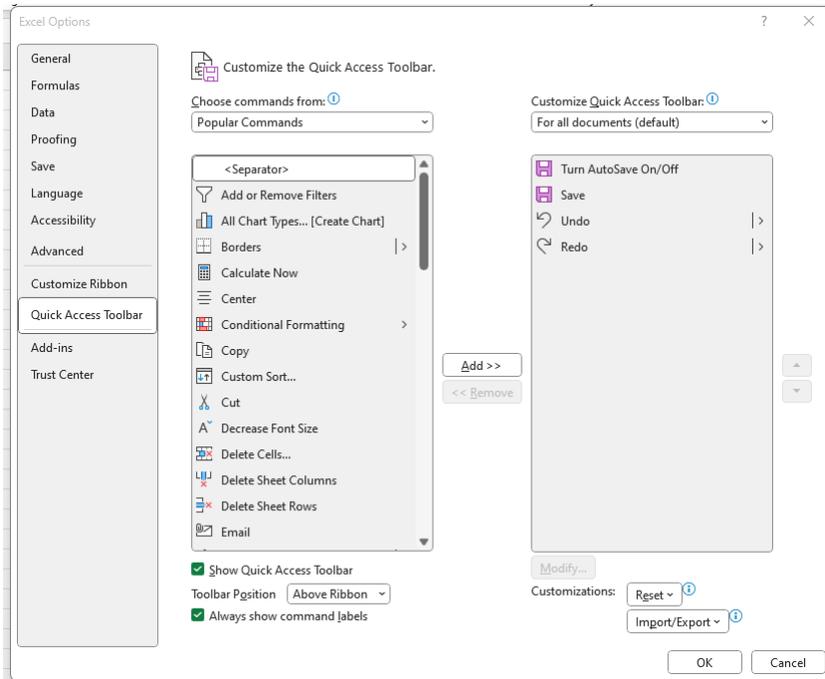
You can customize the Ribbon by right-clicking anywhere on it and selecting Customize the Ribbon. This allows you to add or remove commands, create custom tabs, and reorder existing tabs to suit your workflow. You can also collapse the Ribbon to give yourself more working space by clicking the small arrow in the top-right corner.



Quick Access Toolbar (QAT):

The Quick Access Toolbar sits above the Ribbon and provides one-click access to frequently used commands like Save, Undo, and Redo. You can personalize the QAT to include any commands you use regularly.

To customize the QAT, click the dropdown arrow on the right side of the toolbar and select commands from the list, or choose More Commands to access the full customization options. You can also choose to display the QAT above or below the Ribbon, depending on your preference.



Context Menus:

Context menus provide quick access to relevant commands based on what you're working on. These menus appear when you right-click on an element in Excel, such as a cell, chart, or worksheet tab.

For example, right-clicking on a cell brings up options like Cut, Copy, Paste, Insert, Delete, and Format Cells. Right-clicking on a chart opens options for formatting the chart, changing the chart type, or adding chart elements. Context menus help you work faster by offering the most useful commands directly where you need them.

Using Keyboard Shortcuts with the Ribbon and Menus:

You can also use keyboard shortcuts to navigate the Ribbon and context menus. Press Alt to activate key tips, which display letters and numbers over Ribbon tabs and commands. Typing the corresponding key will open that tab or execute the command, allowing for faster, mouse-free navigation.

Best Practices for Customization:

Customizing the Ribbon and Quick Access Toolbar can help streamline your workflow and reduce the time spent searching for commands. Consider adding the tools you use most frequently, such as Print Preview, Sort & Filter, or Format Painter, to the QAT for easy access.

Estimated Time	10 minutes
Topic Objective	To recognize essential tools in Excel that can improve efficiency.

Topic Summary	The Ribbon, Quick Access Toolbar (QAT), and Context Menus in Microsoft Excel 2024 are essential navigation tools that give you quick access to the features and commands you use most often.
Materials Required	Worksheet 4: Personalizing Excel's Interface
Planning Checklist	Provide enough worksheet printouts for all participants.
Recommended Activity	Have participants complete Worksheet 4: Personalizing Excel's Interface. Discuss worksheet results.
Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What does QAT stand for? Why is it beneficial to customize the Ribbon and other navigation tools?

Exploring New Features in Excel 2024

Microsoft Excel 2024 introduces several powerful new features designed to improve productivity, enhance data analysis, and offer more flexibility in how you work. These updates make it easier than ever to manage and present your data effectively, even if you're new to Excel.

Dynamic Arrays Enhancements:

Excel 2024 simplifies data manipulation with enhanced dynamic arrays. Functions like FILTER, SORT, and UNIQUE help you organize and analyze data quickly without needing complex formulas. These functions spill results into adjacent cells automatically, saving time and reducing manual work.

Enhanced Charting with Dynamic Data:

Charts in Excel 2024 now update automatically when your data changes, thanks to improved integration with dynamic arrays. New chart types and more intuitive formatting options help you present your data clearly and professionally.

Improved Performance and Stability:

Excel 2024 runs faster and smoother, especially when working with large datasets or complex workbooks. Opening files, running formulas, and refreshing PivotTables are all more efficient, helping you stay productive.

Collaboration Enhancements:

With improved real-time collaboration features, working with others is easier than ever. You can see who is editing a shared workbook, view live changes, and use enhanced comments to streamline communication.

AutoSave and Version History Upgrades:

AutoSave has been refined to capture changes more frequently, especially in cloud-based files. The improved Version History makes it simple to view, restore, or compare previous versions of your workbook.

More Powerful Data Tools:

Excel’s PivotTables and Conditional Formatting have been enhanced. New filtering options and expanded formatting rules allow you to analyze and visualize data more effectively without the need for complex steps.

Accessibility and Interface Improvements:

Excel 2024 has made strides in accessibility, improving screen reader support and keyboard navigation. The interface has also been streamlined with cleaner icons, enhanced contrast options, and an overall modern look.

Templates and Productivity Boosters:

A variety of new templates are available, including budgets, project trackers, and calendars. These ready-made templates help you start quickly and can be easily customized to meet your needs.

Estimated Time	10 minutes
Topic Objective	To explore various new features in Excel 2024.
Topic Summary	Microsoft Excel 2024 introduces several powerful new features designed to improve productivity, enhance data analysis, and offer more flexibility in how you work.
Materials Required	Worksheet 5: New Features Practice
Planning Checklist	Provide enough worksheet printouts for all participants.
Recommended Activity	Have participants complete Worksheet 5: New Features Practice. Discuss worksheet results.

Stories to Share	Share any personal, relevant stories.
Delivery Tips	Encourage everyone to participate.
Review Questions	What are some new templates available in Excel 2024?

Practical Illustration



James had just started as a financial analyst when he was handed a very disorganized Excel report. Worksheets were cluttered, poorly named, and filled with redundant data, making navigation frustrating. As he attempted to insert a new sheet for analysis, he accidentally overwrote a key summary, unsure how to undo the mistake. Struggling to locate the right tools in the Ribbon and Quick Access Toolbar, he felt overwhelmed by the cluttered workbook and worried he wouldn't be able to clean it up in time for his

deadline.

Determined to regain control, James explored Excel's interface and navigation tools. He customized the Quick Access Toolbar to include essential shortcuts, used context menus to rename and organize sheets, and leveraged the Search bar to find unfamiliar functions instantly. With Excel 2024's improved layout, he quickly transformed the chaotic workbook into a structured, easy-to-use file. By the next morning, his report was clear, organized, and ready for review—earning praise from his manager and proving that mastering Excel's tools wasn't just about efficiency, but success.

Module Two: Review Questions

- 1) What is the primary function of the Ribbon in Microsoft Excel 2024?
 - a) Displays the name of the workbook and window control buttons
 - b) Provides a space for entering and editing formulas
 - c) Serves as the main navigation panel with tabs containing related commands
 - d) Shows statistical summaries like sum and average of selected cells

The ribbon is the main navigation panel filled with tabs like Home, Insert, and Formulas, each containing groups of related commands for formatting, data entry, and analysis.

- 2) What is the purpose of the Status Bar in Microsoft Excel 2024?
 - a) Displays workbook name and window control buttons
 - b) Provides a space to input and organize data
 - c) Contains tabs like Home, Insert, and Formulas
 - d) Shows information like sum, average, and count of selected cells, and offers view options

The status bar shows useful information like the average, sum, or count of selected cells, and includes view options and a zoom slider.

- 3) How can you quickly save changes to your workbook in Excel 2024?
 - a) Press Ctrl + P
 - b) Press Ctrl + S
 - c) Use File > Save As and rename the file
 - d) Select View > Switch Windows

To quickly save changes, use Ctrl + S.

- 4) What happens when AutoSave is enabled in Excel 2024?
 - a) It automatically creates a new workbook every time changes are made
 - b) It deletes previous versions of the workbook permanently
 - c) It saves changes in real-time when working from OneDrive or SharePoint
 - d) It only saves changes when you manually select File > Save

If you're working from OneDrive or SharePoint, AutoSave automatically saves your changes in real-time, reducing the risk of data loss.

5) How can you add a new worksheet in Microsoft Excel 2024?

- a) Click the plus (+) icon next to existing sheet tabs
- b) Press Ctrl + N to create a new worksheet
- c) Open the View tab and select "New Sheet"
- d) Use File > New Worksheet

To add a new worksheet, click the plus (+) icon next to the existing sheet tabs at the bottom of the screen.

6) Why would you color-code worksheet tabs in Excel 2024?

- a) To make the tabs look more visually appealing
- b) To visually group related worksheets for easier navigation
- c) To prevent other users from editing the worksheet
- d) To automatically sort sheets by color

Color-coding is particularly helpful when working with large workbooks, as it allows you to visually group related worksheets.

7) How can you customize the Quick Access Toolbar (QAT) in Excel 2024?

- a) Click the dropdown arrow on the QAT and select "More Commands"
- b) Right-click anywhere on the Ribbon and select "Customize the Ribbon"
- c) Open File > Options > View and select "Customize Toolbar"
- d) Drag and drop commands directly onto the QAT

To customize the QAT, click the dropdown arrow on the right side of the toolbar and select commands from the list, or choose More Commands to access the full customization options.

8) What is a key benefit of using context menus in Excel 2024?

- a) They replace the need to use the Ribbon entirely
- b) They automatically add frequently used commands to the QAT
- c) They are only available for formatting charts
- d) They allow users to access relevant commands quickly by right-clicking

Context menus provide quick access to relevant commands based on what you're working on.

9) How do enhanced dynamic arrays improve data analysis in Excel 2024?

- a) They allow formulas to be entered without using the equals sign
- b) They automatically spill results into adjacent cells, reducing manual work
- c) They replace the need for charts and PivotTables
- d) They remove the need for conditional formatting

These functions spill results into adjacent cells automatically, saving time and reducing manual work.

10) What improvement in Excel 2024 makes working with charts more efficient?

- a) Charts now update automatically when data changes
- b) Users must manually refresh charts after data updates
- c) Chart formatting is now locked and cannot be changed
- d) All charts are now created using AI without user input

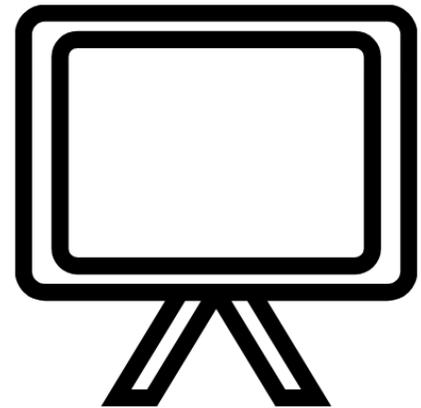
Charts in Excel 2024 now update automatically when your data changes, thanks to improved integration with dynamic arrays.

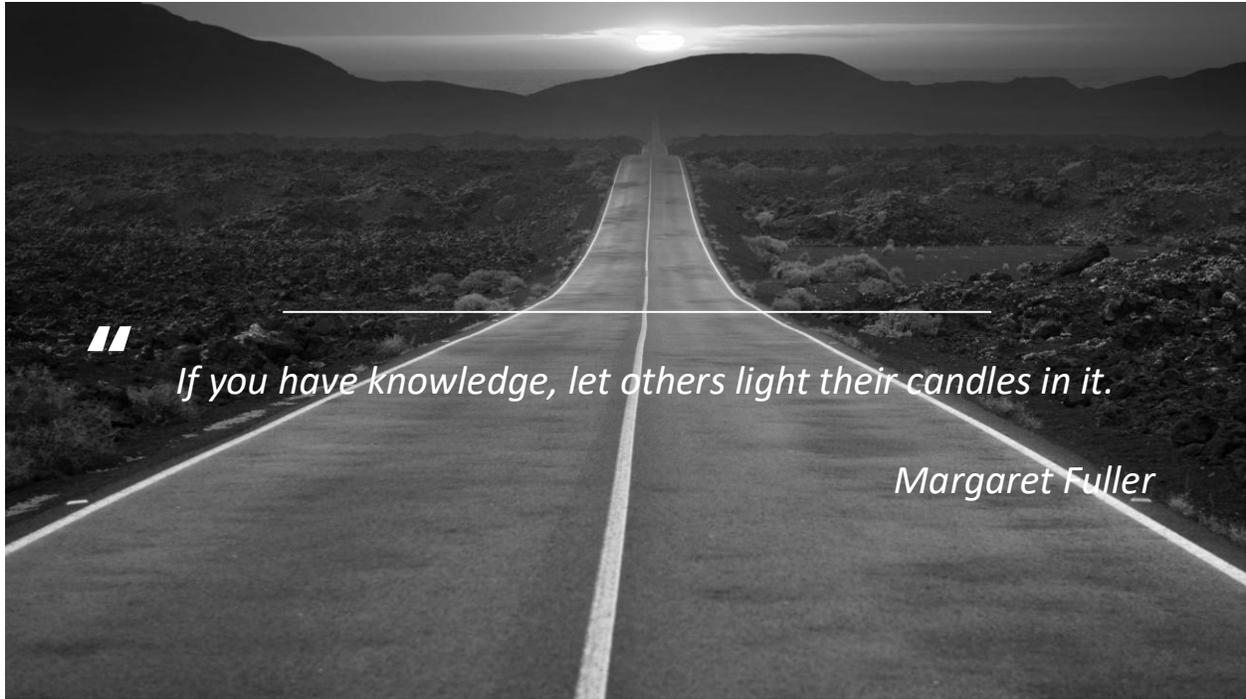
PowerPoint Slides



Below you will find the PowerPoint sample. The slides are based on and created from the Instructor Guide.

PowerPoint slides are a great tool to use during the facilitation of the material; they help to focus on the important points of information presented during the training.





“

If you have knowledge, let others light their candles in it.

Margaret Fuller

MODULE TWO

Introduction to Excel 2024

Enhancements in this version improve customization, making it easier to tailor the workspace to specific needs. New features further streamline data analysis and collaboration, providing greater flexibility for both individual users and teams.



Understanding Excel's Interface and Navigation

Title Bar

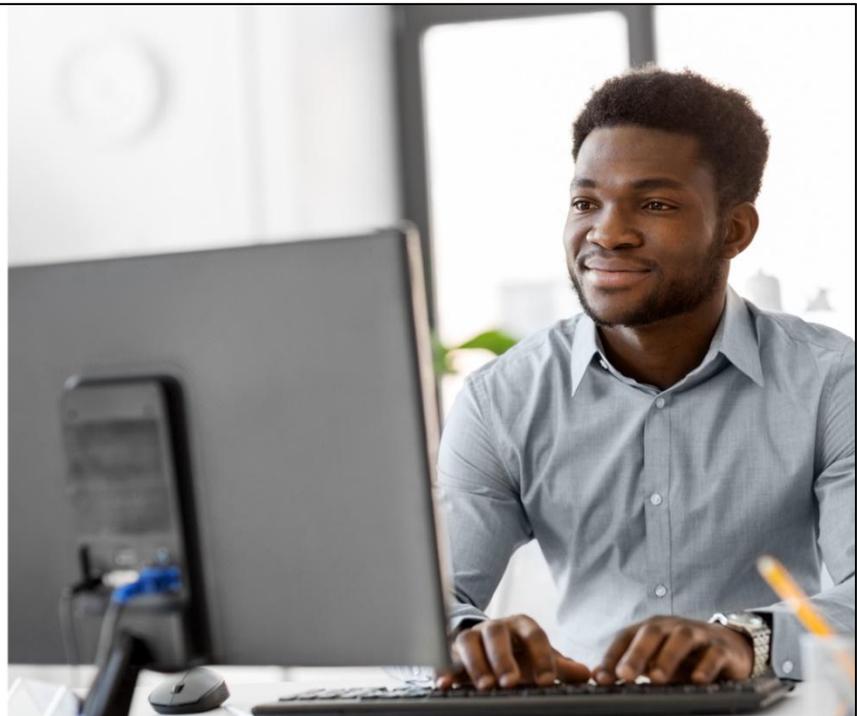
Ribbon

Formula Bar

Worksheet Area

Creating, Saving, and Managing Workbooks

- Creating a New Workbook
- Saving a Workbook
- AutoSave and Version History
- Managing Workbooks





Working with Worksheets: Adding, Renaming, and Deleting

Adding Worksheets

Renaming Worksheets

Deleting Worksheets

Rearranging and Duplicating Worksheets

Color-Coding Worksheets

Using the Ribbon, Quick Access Toolbar, and Context Menus

The Ribbon, Quick Access Toolbar (QAT), and Context Menus in Microsoft Excel 2024 are essential navigation tools that give you quick access to the features and commands you use most often.





Exploring New Features in Excel 2024

Microsoft Excel 2024 introduces several powerful new features designed to improve productivity, enhance data analysis, and offer more flexibility in how you work.

Practical Illustration



- Understanding Excel's Interface and Navigation
- Creating, Saving, and Managing Workbooks
- Working with Worksheets: Adding, Renaming, and Deleting
- Using the Ribbon, Quick Access Toolbar, and Context Menus
- Exploring New Features in Excel 2024

Module Two: Review Questions

1. What is the primary function of the Ribbon in Microsoft Excel 2024?

A. Displays the name of the workbook and window control buttons

B. Provides a space for entering and editing formulas

C. Serves as the main navigation panel with tabs containing related commands

D. Shows statistical summaries like sum and average of selected cells

Quick Reference Sheets



Below is an example of our Quick Reference Sheets. They are used to provide the participants with a quick way to reference the material after the course has been completed. They can be customized by the trainer to provide the material deemed the most important. They are a way the participants can look back and reference the material at a later date. They are also very useful as a take-away from the workshop when branded. When a participant leaves with a Quick Reference Sheet it provides a great way to promote future business.



Microsoft Excel 2024 Quick Reference Sheet



Introduction to Excel 2024

Microsoft Excel 2024 offers a robust set of tools for organizing data, performing calculations, and creating professional reports. Its intuitive interface allows users to navigate workbooks efficiently, manage worksheets with ease, and access frequently used commands through the Ribbon and Quick Access Toolbar. Enhancements in this version improve customization, making it easier to tailor the workspace to specific needs. New features further streamline data analysis and collaboration, providing greater flexibility for both individual users and teams. With a refined layout and expanded functionality, Excel 2024 continues to be an essential tool for productivity and data management.



Working with Data

Accurate and efficient data entry is the foundation of working effectively in Microsoft Excel 2024. Knowing how to quickly enter, edit, and manage data helps streamline your workflow and reduces the chances of errors. Excel offers several built-in tools and shortcuts to make data entry faster and easier, ensuring your spreadsheets stay organized and accurate. In Microsoft Excel 2024, the new IMAGE function allows you to insert images directly into cells using a simple formula. This feature makes it easier to integrate visuals into your spreadsheets while keeping your data organized and consistent. Unlike past methods that placed images floating over cells, the IMAGE function anchors images within specific cells, allowing them to resize and move along with the cell's content.

Data Visualization and Charting

Basic chart types, such as column, line, and pie charts, provide an effective way to present trends and comparisons, while customization options allow for the addition of titles, legends, and data labels to improve clarity. Dynamic charts, enhanced with dynamic arrays, update automatically as data changes, ensuring reports remain accurate and up to date. Pivot charts offer advanced reporting capabilities, allowing users to analyze large datasets with interactive visual summaries. Additional tools like sparklines and maps help highlight key patterns, making it easier to communicate complex data in a meaningful way.

It's easy to visualize data using a variety of basic charts, helping you present your information clearly and effectively. Charts such as Column, Line, and Pie allow you to highlight trends, compare values, and display data distributions in a way that's easy to understand.

Choosing the Right Chart Type depends on the kind of data you're working with and the story you want to tell. Selecting the right chart ensures your data is presented in the clearest and most impactful way.

- Column Charts 
- Line Charts 
- Pie Charts 

Collaboration and Sharing

Excel makes it easier than ever to collaborate with others by offering robust features for sharing workbooks and managing permissions. Whether you're working on a team project, sharing reports, or gathering input from colleagues, Excel provides tools that let multiple users view, edit, and comment on the same file in real time. Managing permissions ensures that the right people have access to your work while keeping sensitive data secure.

Microsoft Excel 2024 provides Version History and Revision History to track changes, compare past edits, and restore previous versions. When workbooks are stored in OneDrive or SharePoint, Excel automatically saves versions and logs individual changes, making it easier to review updates and recover lost data.



Data Security and Protection

Robust security features in Excel 2024 help safeguard sensitive data and prevent unauthorized changes. Password protection can be applied to worksheets and workbooks to restrict access, while permission settings allow for controlled editing and sharing. Data masking and cell locking techniques help conceal or protect critical information without affecting usability. Workbook-level encryption ensures that confidential data remains secure, even when files are shared externally.

Encrypting a workbook adds a layer of security by requiring a password to open or modify the file. This is particularly useful for confidential financial records, personal data, or business-sensitive information.

Powerful auditing and error-checking tools in Excel 2024 help identify mistakes, track formula dependencies, and analyze calculations. Features like Trace Dependents, Trace Precedents, and Evaluate Formulas allow users to troubleshoot errors, understand complex formulas, and ensure data accuracy in workbooks.



Personalizing Excel

There is a range of customization options with Excel 2024 to create a more efficient and user-friendly experience. The Ribbon and Quick Access Toolbar can be tailored to include frequently used commands, reducing the time spent searching for tools. Named ranges simplify formula creation and improve data organization, making spreadsheets easier to manage. Themes, styles, and formatting options allow for consistent and visually appealing reports, while customized print settings ensure workbooks are formatted correctly for physical copies. Saving and exporting workbooks in different formats provides flexibility when sharing files across various platforms. These personalization features enhance workflow efficiency and make Excel a more intuitive tool for everyday tasks.

Workbooks can be saved in Excel-specific formats, exported as PDFs, or converted into other file types like CSV and HTML for broader accessibility. Choosing the correct format helps maintain data integrity, ensures compatibility, and improves ease of use when sharing or archiving files.



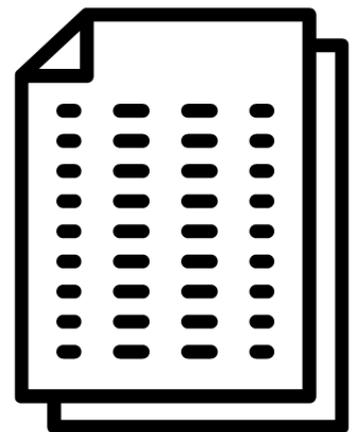
Handouts



Each course is provided with a wide range of worksheets.

Worksheets help check your participants' understanding. If a lesson calls for a worksheet, it will be listed in the Lesson Plan box under Materials Required. All worksheets are customizable and can be found in the Appendix of the Instructor Guide and the Training Manual.

As a trainer, icebreakers give your participants the opportunity to get to know each other better or simply begin the training session on a positive note. Icebreakers promote collaboration, increase engagement, and make your training more light-hearted and fun. Below is an example from the Icebreakers folder.



Sample Worksheet 1

Excel Navigation Challenge

1. Identify key Excel interface elements.

- Open Microsoft Excel 2024
- Locate the following key areas of the interface: Title Bar, Ribbon, Formula Bar, Worksheet Area, Status Bar

2. Rename a Worksheet.

- Locate the default worksheet named Sheet1
- Right-click the tab and select Rename
- Type "Practice Sheet" and press Enter

3. Enter and Modify Data.

- Click on cell A1 and type any number
- Click on cell B1, type the formula $=A1*2$, and press Enter
- Observe how the formula calculates a new value based on the number in A1

4. Check the Status Bar.

- Select at least three numbers in the worksheet
- Look at the Status Bar at the bottom of Excel
- Notice the Sum, Average, and Count displayed automatically

5. Adjust Zoom Level.

- Locate the Zoom Slider in the Status Bar (bottom-right corner)
- Slide it to 120% to zoom in

Icebreaker: Excel Explorer's Journey

PURPOSE

The goal of this icebreaker is to familiarize participants with the basics of Excel 2024 while engaging them in a fun and creative way. By metaphorically comparing Excel functions and features to tools and challenges in an explorer's journey, participants will explore both individual and collaborative aspects of learning a new software, easing any anxieties and creating a comfortable learning environment.

MATERIALS REQUIRED

- Excel 2024 on participants' computers
- Printed maps of an imaginary world (one per participant)
- Markers or pens
- Imaginary "toolkit" cards which describe basic Excel functions (e.g., SUM, AVERAGE)
- Physical or virtual sticky notes
- Projector and screen (for in-person sessions) or screen-sharing capabilities (for virtual sessions)

PREPARATION

Create and print maps of an imaginary world, where different regions represent various Excel functions (e.g., "Sum Mountains", "Macro Forest"). Prepare "toolkit" cards with simple explanations of how each Excel function can be used (one set per participant). Set up a presentation slide with instructions and objectives of the icebreaker. For virtual sessions, prepare digital versions of the maps and toolkit cards, and ensure all participants can access Microsoft Excel 2024 or a simulated environment online.

ACTIVITY

Welcome participants and introduce the metaphor of an "Excel Explorer". Explain that each region on the map represents a different function or feature of Excel 2024, and their journey will involve learning how to use these to navigate challenges. Hand out the maps and toolkit cards to each participant. Assign each participant or small groups a starting region. Participants use the toolkit cards to solve a challenge at their starting region (e.g., use SUM to tally resources needed for the journey). Groups present their solutions and discuss how they used the Excel toolkits. Facilitate a short discussion on different approaches to the same problem. Introduce a group challenge where they must plan a route through multiple regions using different Excel functions to solve larger problems. Each group shares their journey and the Excel functions they employed. Discuss any difficulties encountered and how they overcame them.

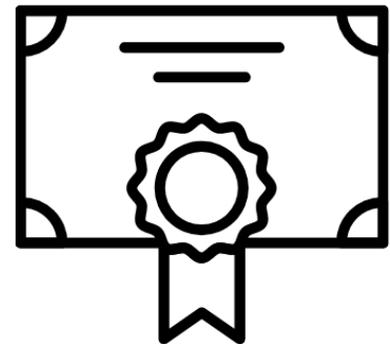
NOTE

To adapt this icebreaker for virtual training, use virtual breakout rooms for group discussions. Digital maps and toolkit cards can be shared through screen sharing or as pre-sent files. Encourage the use of chat and reaction tools to increase engagement.

Certificate of Completion



Every course comes with a Certificate of Completion where the participants can be recognized for completing the course. It provides a record of their attendance and to be recognized for their participation in the workshop.



CERTIFICATE OF COMPLETION

[Name]

Has mastered the course
Microsoft Excel 2024

Awarded this _____ day of _____, 20____

Presenter Name and Title
