



Beginner EXCEL Workshop
Steve Miller
Evaluation Form

1) The instructor was knowledgeable about the subject matter.

a) Strongly Agree **26** b) Agree **22** c) Neutral d) Disagree e) Strongly Disagree

2) The instructor was organized and prepared.

a) Strongly Agree **28** b) Agree **19** c) Neutral **1** d) Disagree e) Strongly Disagree

3) The instructor's presentation and organization styles made the workshop helpful.

a) Strongly Agree **22** b) Agree **23** c) Neutral **3** d) Disagree e) Strongly Disagree

4) The format of the workshop was conducive to learning the fundamentals of the topic.

a) Strongly Agree **25** b) Agree **22** c) Neutral **1** d) Disagree e) Strongly Disagree

5) The overall quality of the workshop, including content and materials, was high (independent of the instructor's teaching).

a) Strongly Agree **22** b) Agree **24** c) Neutral **2** d) Disagree e) Strongly Disagree

6) For me, the level of the workshop was about right.

a) Strongly Agree **17** b) Agree **22** c) Neutral **8** d) Disagree e) Strongly Disagree

7) The workshop was a valuable use of my time.

a) Strongly Agree **22** b) Agree **22** c) Neutral **4** d) Disagree e) Strongly Disagree

8) Which aspects of the workshop were the most valuable?

- Applying what we learned immediately after learning it.
- Having ability to work through pre-prepared spreadsheets; graphing, formulas.
- Going through examples.
- Learning the formulas.
- Having problems and different skills to practice and go through, with Steve's help to go through them afterwards.
- The workbooks where we tried to do things on our own without step by step instructions were the most helpful.
- Steve kept a good pace through the class. The assistants were very helpful. The examples for each topic really helped.
- All of it. I am not familiar with excel.
- Creating your own charts. Hands on working out of data sets.
- Keyboard shortcuts – practice examples – naming/sorting functions.
- Being able to work at own pace and ask assistants questions while still listening to the main discussion for useful tips.
- Basic excel, excel shortcuts.
- Good
- Re-learning simple stuff
- Examples on projectors. Step by step explanations.
- Graphs and using calculations.
- Formulas within excel.
- Use of formulas and graphs.
- Functions and shortcuts.
- Shortcuts!
- Learning the shortcuts and tips for excel work.
- Refreshing use of program, seeing new tools.
- Tricks, examples. Work along with instructor.
- The shortcuts.
- Review of formulas – using formulas for data set as a whole.
- The shortcut keys, time to "play" with the programs, formulas.
- The exercises were helpful in applying the tools that we were shown.
- Calculations and shortcuts and how to make and format graphs.
- Going back through the basics was super helpful. Also learning keyboard shortcuts.
- All the shortcuts and simple layout review (new version of excel). Having helpers walking around.
- There were many practical exercises. I learned many new things.
- The shortcut keys.
- Some functions that I didn't know before. Review.
- Graphing tools, also it was a nice general refresher.
- The formulas section was very useful.
- Problem worksheets where students could try out various tasks while instructors and assistants were available to help.
- Availability of helpers; well designed practice questions.
- Examples and sample material.

9) Which aspects were the least valuable?

- Formatting
- Graphs
- It's a dry subject, and computer room is warm = sleepy.
- Shortcuts that I will forget.

- The trouble shooting and the beginning averaging/sum was pretty self explanatory.
- Details were hard to see on overhead projection.
- The very beginning and data entry.
- Formatting
- Formatting, but it's necessary.
- Formatting (bold, italics, etc.)
- Shortcuts that only pertain to Windows version.
- I think all had some value.
- Formatting a table (colors, text, etc.)
- Graphs and charts – but may be more useful in the future.
- Some computer glitches and discrepancies between excel 07 and older versions and using excel on a PC vs. a Mac took time to resolve and hindered the flow of the workshop.
- Formatting, because I already knew most formatting.
- The super basic stuff like opening a new sheet or navigating a worksheet wasn't so helpful for me since I was already familiar with excel.
- All very valuable to me.
- Super simple stuff.
- Everything was useful, but the pace was a little slow. I think that actually it was probably good for those who have not used it. We were able to move on which was good.
- Some technical errors with excel.
- Beginning workshop almost needs to be broken into two workshops. Those who are brand new and those who have some prior knowledge.
- Can't think of any.

10) What suggestions do you have for improving the workshop?

- Smaller groups.
- Air conditioning?
- List of where to get more info: help additional tutorials.
- Maybe 1 or 2 more assistants to help students having trouble.
- Is this all the same for MACs?
- Thought it worked well! There is not easier way to get across this kind of info. Thanks!
- I got lost once and it was difficult to catch up with the group.
- Show key parts for inserting axes/data on graph.
- Make it a little shorter.
- Instructor needs to talk louder.
- Include alternative usage for Mac (in reference while directing to a particular function within the program).
- Graphing is always good.
- More basic practice problems before getting into complex problems.
- Give PhD students updated versions of excel so that they can teach us how to use it.
- Make it more interactive.
- Make sure workbook answers are completed on newest version of excel.
- Ideally not start the workshop with new operating system or software upgrades.
- More practice beforehand might resolve some of the technical issues and enable deeper exploration of topics.
- Move a little quicker.
- Some aspects of materials weren't very clear (averages with rainfall). Assignments should be clearer as to what calculation for specific data.
- I thought the workshop was great as is!

- Maybe increasing the amount of sessions to 3 instead of 2.
- Possibly including explanation of steps written out as a document with the workshop materials.

11) Any additional comments?

- Very helpful.
- It went a little fast at times and I had to catch up. But it helped that there were assistants walking around to help.
- I am a novice excel user and this was very helpful.
- Great instructor.
- Charting was kind of broken – hope to get update in intermediate workshop.
- Necessary workshop.
- Good refresher.
- Pace was good for beginners.
- Thanks for the review.
- Instructor was unfamiliar with excel 2010.
- Yay Excel!
- I enjoyed the review.
- Useful knowledge.
- The workshop covered the basics and was good at getting familiar with the excel layout.
- Don't jump around between data sets so much.
- Steve was very clear in his explanations, obviously very handy with excel.