# Intermediate EXCEL Workshop

**Steve Miller**

**Evaluation Form**

<table>
<thead>
<tr>
<th></th>
<th>1) The instructor was knowledgeable about the subject matter.</th>
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<tbody>
<tr>
<td></td>
<td>a) Strongly Agree 61</td>
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<tr>
<td></td>
<td>b) Agree 26</td>
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<tr>
<td></td>
<td>c) Neutral</td>
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<td>d) Disagree</td>
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<tr>
<td></td>
<td>e) Strongly Disagree</td>
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</tbody>
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<thead>
<tr>
<th></th>
<th>2) The instructor was organized and prepared.</th>
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<tbody>
<tr>
<td></td>
<td>a) Strongly Agree 64</td>
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<td>b) Agree 23</td>
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<tr>
<td></td>
<td>c) Neutral</td>
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<tr>
<td></td>
<td>d) Disagree</td>
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<td></td>
<td>e) Strongly Disagree</td>
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<tr>
<th></th>
<th>3) The instructor’s presentation and organization styles made the workshop helpful.</th>
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<tbody>
<tr>
<td></td>
<td>a) Strongly Agree 52</td>
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<td>b) Agree 25</td>
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<td></td>
<td>c) Neutral 10</td>
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<td>d) Disagree</td>
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<td></td>
<td>e) Strongly Disagree</td>
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<tr>
<th></th>
<th>4) The format of the workshop was conducive to learning the fundamentals of the topic.</th>
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<tbody>
<tr>
<td></td>
<td>a) Strongly Agree 48</td>
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<td></td>
<td>b) Agree 36</td>
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<tr>
<td></td>
<td>c) Neutral 3</td>
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<td></td>
<td>d) Disagree</td>
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<td></td>
<td>e) Strongly Disagree</td>
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<tr>
<th></th>
<th>5) The overall quality of the workshop, including content and materials, was high (independent of the instructor’s teaching).</th>
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<tbody>
<tr>
<td></td>
<td>a) Strongly Agree 46</td>
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<tr>
<td></td>
<td>b) Agree 38</td>
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<tr>
<td></td>
<td>c) Neutral 3</td>
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<td></td>
<td>d) Disagree</td>
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<tr>
<th></th>
<th>6) For me, the level of the workshop was about right.</th>
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<tbody>
<tr>
<td></td>
<td>a) Strongly Agree 36</td>
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<td>b) Agree 39</td>
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<tr>
<td></td>
<td>c) Neutral 7</td>
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<td></td>
<td>d) Disagree 4</td>
</tr>
<tr>
<td></td>
<td>e) Strongly Disagree</td>
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<thead>
<tr>
<th></th>
<th>7) The workshop was a valuable use of my time.</th>
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<td></td>
<td>a) Strongly Agree 39</td>
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<td>b) Agree 43</td>
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<tr>
<td></td>
<td>c) Neutral 5</td>
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<td></td>
<td>d) Disagree 1</td>
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<tr>
<td></td>
<td>e) Strongly Disagree</td>
</tr>
</tbody>
</table>
8) **Which aspects of the workshop were the most valuable?**

- Learning how to input formulas we’re likely to use at Bren.
- The Excel training overall was pretty valuable.
- All
- Using formulas.
- Calculations and formulas.
- Everything was helpful.
- Stats analysis
- The IF and COUNTIF functions. Also fixing and naming cells.
- Good formatting allowing you to work at your own pace. Covered a good variety of topics. I didn’t attend the beginning workshop, but had no problem figuring out how things worked.
- The practice exercises were helpful and relevant.
- The statistical functions and “if/or” functions for calculating and organizing data.
- Learning shortcuts (like locking cells).
- Learning new shortcuts. Refreshing the equations.
- The shortcuts for Excel and practicing formulas. Learning variations of same calculations was helpful.
- The shortcuts and tips. Answer sheet.
- Formula definition/description.
- Formulas
- Learning new Excel functions.
- Graphs, fixed value
- All of it….I have minimal experience with Excel.
- Learning the variety of functions to save time and organize my data.
- Learning how to input formulas and having helpers being fast and available to troubleshoot.
- Learning the IF and AND functions. The F4 shortcut for the $ is extremely useful.
- IF functions, $ functions.
- The practice sections that you do individually to make sure you understood what was verbally said. The reference sheet.
- Learning the shortcuts.
- Learning the tips that we will use in future data analysis, graphs, regression, and statistical analysis.
- $ and naming!
- Formulas, shortcuts, graphing.
- Good refresher. Data analysis was the only new skill for me.
- Dragging, equations, IF, AND, OR.
- The material we covered was useful.
- I’ll find out when I know what I use most.
- All of the shortcuts.
- All of the workshop topics/examples were very helpful.
- Love the interactive worksheets.
- When formulas were used applicable to our classes, it was helpful.
- All of it.
- The statistics tools.
- Logic functions. Statistics section.
- Shortcuts, graphic, stats tools.
- Shortcuts.
- The presence of instructors.
- How to utilize the histogram and stats function. How to do regression.
- The setup of having problems and info already all set up on Excel workbook, so we can work through everything together.
• A few of the shortcuts were new to me and very useful.
• Naming and $ signs for referencing.
• I knew most of it except for the AND function which Excel does in a counterintuitive way.
• Skills learned have correlated to homework already!
• The advanced workshop – especially simple drag and copy functions.
• Steve really tries to teach to the level of the students.
• While I thought the beginners workshop was basically review, a lot of this stuff was new to me. VERY valuable! Particularly liked stats examples. Also, TAs were very active and helpful. GREAT JOB!
• Having helpers in the room for when I was lost or behind the instructor!
• Learning all the different shortcuts was very helpful.
• The topics. Learning basic easier stuff.
• Hands on practice.
• The later Excel worksheets.
• Learning formulas IF, AND, OR, etc. Data analysis plug-ins were also really good.
• Logical statements.
• Exactly what I was looking for....good pace, great instructor.
• Everything
• All formulas
• The way Steve organized it made it really easy to learn the material – lots of examples to practice concepts multiple times.

9) Which aspects were the least valuable?

• None
• Changing column widths, clicking and dragging formulas, cell values, etc.
• Too fast
• The class was a little rushed today.
• A few of the beginning exercises were pretty basic to me.
• I thought everything was relevant.
• Coloring
• Basic material (dragging, naming, etc.)
• Financial Wizard.
• I felt that everything was valuable to me.
• I felt I was just reproducing what was on the overhead. I wish instructor explained conceptual aspects more.
• Stats
• Early part was entirely review.
• All of it was good or will be useful later.
• Repetition
• Plotting into future (e.g. 1,2,...3,4)
• Graphing.
• All so helpful to me.
• The statistics part of the workshop had directions strictly for Windows.
• The time crunch.
• Basic shortcuts.
• Going over averages, min, max. Some overlap to the basic class.
• Graphing (already knew how to).
• All aspects were valuable.
• Sometimes, depending on where you sat, it could be difficult to see overhead projectors.

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

• More practice related to environmental sciences (to practice on our own).
• When you work with real data, things aren’t so easy to follow, maybe add more “figure it out” type exercises. Also, more complicated logical statement examples please!
• None
• Slow down a little bit. Sometimes it was hard to keep up.
• Go slower and have more repetition to really learn/remember stuff and more assistants to help.
• Adding/incorporating instructions for Mac users.
• Maybe more TAs, we didn’t give them a break.
• Suggest specific resources for additional practice and/or reference.
• It wasn’t the right level for me which I couldn’t really tell based on the worksheet we were given to get an idea of what will be in the workshop, because it only covered the beginning material. Maybe have a 2nd worksheet with intermediate practice problems so we can gauge what level the intermediate one is.
• Give the instructor a mic, difficult to hear.
• This was a good length. Anything more relevant would need more time.
• Can’t think of anything.
• Not so fast!
• Good job, good pace.
• Make sure to speak loud so that everyone can hear.
• More complicated material. Info on Mac shortcuts or equivalents.
• It seems like most personal computers people have are Macs, so it would be nice to have a little section on how some of the functions are different on Macs.
• Speed was slightly too fast for my prior knowledge. I needed more time to follow along in worksheets. Maybe smaller, more specifically divided groups.
• No suggestions! Great as is.
• Microphone
• Workshop is too long – all of the most important and useful topics are covered towards the end, when I’m already burnt out by 2+ hours of Excel!
• With so many people in the lab we need more helpers. I couldn’t follow the instructor because I had a computer in front of me, the overhead screen on my left, instructor behind me, lots of people talking, etc. etc.
• Send out agenda prior – give us an option to do at our own pace ahead of class and we can attend if we have questions.
• Talk louder!
• It moved a little slowly for me but I’m not sure how this could be improved since people work at different speeds.
• Very helpful, learned a lot!
• Use values that aren’t so simple. Because I usually input the numerical value(10, 100) into the equation instead of the cell (i.e. B4)
• Have the evaluation form online to save paper.
• Great format.
- As many of us (at least myself) intend on using our laptops where some of them will be on a Mac platform. I hope that in the future, the workshop will include directions for Mac (Excel 2011).
- Make it into 2 sessions.
- More formulas!
- The workshop was very thorough and detailed, I liked that. I think it was a very solid review.
- The instructor could speak a bit slower.
- Going through some procedures a little slower.

11) Any additional comments?

- Thanks Steve!
- Workshop was excellent.
- Looking forward to advanced workshop.
- I don’t know Excel and it all went too fast, spoke too fast, I got behind. Maybe divide the workshops up more so that people with no Excel experience can actually learn how to use Excel at a lower level. I can’t remember how to do anything we “learned”.
- It went fast and after 1.5 hours of nonstop Excel I was pretty burned out. Maybe A 5 minute break? Also I have no idea if I’m going to remember all this info! That was a lot of info in a short time period.
- Thanks!
- Steve offered a lot of great info in a short time.
- Thanks Willow and Lindsey.
- Great class!
- The instructor volume needs to increase, very difficult to hear as I was at the end of the room.
- It would be nice to have an advanced workshop to go over further ways to manipulate the stats and graph making tools.
- Steve is great! He should be the stats workshop teacher 😊.
- Great workshop, this is going to make life much easier.
- Yay! Steve!
- It would be helpful to have the instructor available to troubleshoot future Excel issues, such as in homework or group project work.
- Too fast (last 30 minutes).
- Helpful!
- The pace was a bit fast, but was a good tradeoff between comprehensiveness and broad overview of capabilities.
- I couldn’t hear. Too many people in the lab at once and the instructor wasn’t loud enough. I was very frustrated the entire time. Also, went too fast.
- Good workshop.
- I really got tired, maybe split into shorter sessions.
- This was a great help!
- Thanks for the info, overall great class.
- I knew mostly everything. Wish there was an intermediate assessment so I didn’t have to come in for 1.5 hours on a Friday morning. (Just like the beginning one that was emailed out.)
- Improvement from first workshop, very helpful.
- Having the extra help of the assistants was very helpful.