

SEHG IN-PERSON WORKSHOP SERIES

Microsoft Excel 2024

Instructor-Led Workshop · Facilitator Kit

Complete facilitator kit for delivering the SEHG Microsoft Excel 2024 workshop on site — training manual, instructor guide, slides, icebreakers, quick-reference sheets, and completion certificates.

WHAT'S IN THIS KIT

01 · Training Manual (participant workbook)

02 · Instructor Guide (facilitator script & timings)

03 · Icebreakers & Activities

04 · Presentation Slides

05 · Quick Reference Sheets (takeaway)

06 · Certificate of Completion

SEHG-AI-1115 · IN-PERSON WORKSHOP KIT

synergyeducationholdings.com

Microsoft Excel 2024

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About This Workshop

Microsoft Excel 2024 is the latest evolution of Microsoft's spreadsheet software, which has been a cornerstone of data management and analysis since its initial release in 1985. Over nearly four decades, Excel has grown from a simple spreadsheet tool into a powerful platform used across industries for organizing, analyzing, and visualizing data. Known for its versatility, Excel helps users perform complex calculations, create dynamic charts, and manage large datasets with ease. Excel 2024 builds on this foundation with new features like dynamic arrays, and the IMAGE function, enabling more advanced data analysis and enhanced visual presentations.

The Microsoft Excel 2024 course will provide participants with the knowledge to confidently navigate the program, learning how to organize and analyze data effectively, create visually engaging charts and reports, and streamline workflows with time-saving tools. Additionally, participants will use Excel's features to manage, present, and share data with clarity and precision.

Workshop Objectives

- Understand Excel's layout and navigation tools
- Identify how to enter and organize data
- Recognize essential functions, like SUM, AVERAGE, and COUNT
- Identify simple project management techniques, such as Gantt Charts
- Determine how to use basic charting and visualization tools
- Successfully use collaboration and sharing features
- Explore time-saving tips and tricks
- Recognize Excel's security and protection features
- Determine ways to personalize Excel for everyday tasks

Format & Delivery

- Instructor-led session, delivered on site or SEHG-hosted
- Includes participant workbooks, activities, and takeaway reference sheets
- Every participant receives an SEHG Certificate of Completion
- Pairs with the SEHG online Microsoft Excel 2024 course for pre-work and reinforcement

Preparing & Delivering the Workshop

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Before the Workshop

- Review the Instructor Guide end to end — timings, scripts, and activity setup
- Print one Training Manual and one Quick Reference Sheet per participant
- Load the Presentation Slides and test the projector, audio, and clicker
- Choose 1–2 icebreakers from the kit that fit the group size and room
- Prepare blank Certificates of Completion for sign-off at close

Checking Out the Venue

- Adequate seating with clear sight lines to the facilitator and screen
- Projector compatibility, cables, and extension cords tested in advance
- Lighting that lets participants see you, their notes, and the screen
- Space for group activities, plus a table for handouts and materials

Closing the Session

- Recap the workshop objectives and each participant's key takeaway
- Distribute the Quick Reference Sheet as the on-the-job takeaway
- Present the SEHG Certificate of Completion to each participant
- Point participants at the paired SEHG online course for reinforcement

Book this workshop

Contact your SEHG program advisor to schedule this workshop for your team, or add it to any SEHG learning program as the in-person option.

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Certificate of Completion

This certificate is proudly presented to

for successfully completing the SEHG in-person workshop

Microsoft Excel 2024

Awarded this ____ day of _____, 20__

Facilitator Name & Title



Synergy Education Holdings Group