



Intro to Microsoft Excel Winter  
Tech Cohort

October 2<sup>nd</sup>, 2023

# Learning Objectives for the Kick-Off

- Review the cohort format and expectations
- Review how to log into Universal Class and MSL Learn to access the cohort materials
- Discuss any questions about the cohort format

At the end of this webinar, we want you to have the information to decide if you want to participate in this cohort or not!

# Intro to Microsoft Excel Cohort Overview

- Who: Anyone interested in learning how to use Microsoft Excel
- When: October 2<sup>nd</sup> – December 29<sup>th</sup>, 2023
- Why: To provide librarians with a baseline, foundational knowledge of Microsoft Excel. Participants will:
  - Learn about the core features of Microsoft Excel
  - Learn how to use various styling, formatting, and customizing features of Excel
  - Learn about data, tables, and functions

# Cohort Format

- Made up of two separate parts:
  - MSL Learn Course: This is how MSL will track your progress through the cohort, and how you will earn your Technology CE credits
  - Universal Class Microsoft Excel Course through Libby Extras: This contains the actual course materials that you will be reading through on your own time.
  - NOTE: You need both parts to complete the cohort!
- To get the 11 Technology CE credits, you will need to complete ALL required activities, no partial credit will be awarded
- For Universal Class Access, you need a library card from a Montana Library 2 Go library

# Cohort Format Cont.

- The Universal Class Course has 14 Lessons, which we have divided into 7 Modules in MSL Learn (2 lessons per module)
- Each Universal Class lesson has the following components:
  - Reading
  - Practice assignments
  - Additional reading/supplemental links
- Once you complete the 2 lessons in Universal Class, you can then complete the Module in MSL Learn

# MSL Learn Module Completion

- To complete a Module in MSL Learn, you will need to:
  - Read through the two lessons in Universal Class
  - Submit two assignments in MSL Learn:
    - What is something new you learned this module?
    - What is something you still have questions on?
- You proceed to the next Module in MSL Learn as you complete the previous one.
- You can complete the Modules as quickly or slowly as you like, as long as it is between 10/2 – 12/29



Open course index

# Winter 2023 Intro to Microsoft Excel Tech Cohort

Course Settings Participants Grades Reports More ▾

## ▾ Welcome to the Winter 2023 Intro to Microsoft Excel Tech Cohort! Collapse all

This learning cohort is for any Montana librarian who is interested in learning how to use Microsoft Excel through the Universal Class course: Introduction to Microsoft Excel 2021.

The course opens on October 2, 2023 and closes on December 29, 2023.

We will kick-off with a Zoom meeting on Monday, October 2

- Visit ASPeN to register.

We will wrap up the cohort with a Zoom meeting on Friday, December 22

- Visit ASPeN to register.



Announcements



### MSL Learn Course Support

Amelea Kim



Lifelong Learning Librarian



### HELP!

For technical issues, please submit a Help Ticket.



# Module Format


✕ Close course index

- Welcome to the Winter 2...
  - Announcements
  - Start Here!
  - Say Hello!
- Module 1 This week**
  - Week 1 Assignment 🔒
  - Module 1 Question Forum
- Module 2
  - Module 2 Assignment 🔒
  - Module 2 Question Forum
- Module 3
  - Week 3 Assignment 🔒
  - Module 3 Question Forum
- Module 4
  - Week 4 Assignment 🔒
  - Module 4 Question Forum

**Module 1 This week**

Welcome to Module 1 of the 2023 Intro to Microsoft Excel Cohort! Please follow the directions below to complete Module 1:

- Log into Universal Class and complete Lesson 1 and 2 of the Microsoft Excel 2021 Class.
  - Lesson 1: Introduction to Microsoft Excel 2021
  - Lesson 2: Understanding Workbooks, Worksheets, and How to Enter Data
- Complete the [Week 1 Assignment](#) to unlock Module 2.
- Optional: Respond to the weekly forum with questions/troubleshooting for the cohort.

 **Week 1 Assignment** View Make a submission

**Opens:** Sunday, October 29, 2023, 12:00 AM  
**Due:** Wednesday, January 24, 2024, 12:00 AM

Make a post each week to unlock the next week's topic and assignment.

Submit your responses to these questions:

1. What did you learn this week?
2. What is one question you want to have answered?

Please copy the questions and add your reply to submit this assignment.



# Optional: Respond in the forum to questions!

- I will compile all of the “What is something you still have questions on?” questions and put them in each Module’s forum. You can browse through the questions and respond if you know the answer!

# Adding a Forum Post

The screenshot shows a forum interface for '2023\_WordCohort / Module 1 Question Forum'. At the top, there is a search bar and a 'Subscribe to forum' button. Below that, a dropdown menu shows 'Display replies in nested form' and a 'Settings' button. The main content area displays a post titled 'Module 1 Question Forum' dated 'Wednesday, April 5, 2023, 9:51 AM'. The post text includes: 'Optional: Post to the weekly forum with questions/troubleshooting in Module 1.' and 'You can add images or other advanced content to help demonstrate your question or solution.' Below the text is a large text input field with the placeholder 'Write your reply here...'. To the right of the input field are 'Permalink' and 'Reply' links. At the bottom left of the input field are 'Post to forum' and 'Cancel' buttons. At the bottom right is an 'Advanced' link. Three numbered callouts are present: 1. 'Type your reply here!' points to the text input field. 2. 'Click Advanced to add images or...' points to the 'Advanced' link. 3. 'Click to complete your post.' points to the 'Post to forum' button.

# Final Assignment

- Your final assignment will be to upload the Universal Class Certificate for the Microsoft Excel 2021 course.
- Universal Class will give this to you when you complete all lessons
- You can download and save the certificate file and upload that into MSL Learn.
- You must also complete the MSL Learn Course Evaluation

# CE Information

- 11 hours of Technology CE for MSL Certification
- Can qualify for OPI credit (contact Colet Bartow)
- If you would like to participate, please log into MSL Learn at [mtstatelibrary.moonami.com](https://mtstatelibrary.moonami.com) and enroll in the course!

# The Future of Technology Training

- We are planning on offering more Tech Cohorts on other topics in the future
- We hope to build baseline knowledge through self-paced learning so that we can put our active training efforts on more focused technology needs
- Capitalizing on the high-quality self-paced resources that already exist

Questions? Comments?



Amelea Kim  
[akim@mt.gov](mailto:akim@mt.gov)  
406-444-0224

