



**Beginner EXCEL Workshop**  
**Steve Miller**  
Evaluation Form

**1) The instructor was knowledgeable about the subject matter.**

a) Strongly Agree **41**      b) Agree **9**      c) Neutral      d) Disagree      e) Strongly Disagree

**2) The instructor was organized and prepared.**

a) Strongly Agree **40**      b) Agree **10**      c) Neutral      d) Disagree      e) Strongly Disagree

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

a) Strongly Agree **34**      b) Agree **16**      c) Neutral      d) Disagree      e) Strongly Disagree

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

a) Strongly Agree **37**      b) Agree **12**      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 **32**      b) Agree **16**      c) Neutral **2**      d) Disagree      e) Strongly Disagree

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

a) Strongly Agree **18**      b) Agree **14**      c) Neutral **12**      d) Disagree **5**      e) Strongly Disagree **1**

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

a) Strongly Agree **19**      b) Agree **20**      c) Neutral **8**      d) Disagree **3**      e) Strongly Disagree

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

- Having prepared excel workbooks for us to use in the workshop.
- Good for beginners.
- Valuable step by step demonstrations.
- Shortcuts, graphs.
- All of it was useful for me, especially the shortcuts and graphing review.
- Graphs and telling us how to work with them.
- Graph
- It's been awhile since I last used excel so going over basic uses, especially function inputs was helpful. Shortcuts are cool too.
- Formats
- Shortcuts!
- Getting used to MS excels new version 2010. Just using excel again. Shortcuts.
- Having an outline and spreadsheets already on the server helped with efficiency! Speed and delivery was great, no wasted time.
- I thought the pace of the class was well-suited to the audience. We started off with basic steps, but not too basic and progressed quickly enough.
- Went over things I hadn't done before.
- Running through examples
- All aspects were useful.
- Working with basic formulas. Using actual practice sets to go through as a group.
- Really great use of demo/do of examples.
- The shortcut part.
- Graph manipulations.
- Explanations and opportunity to work out example problems was great.
- The examples were good as well as the shortcuts.
- The keyboard shortcuts; adjusting  $x$ , 4 values in a graphing function.
- The tricks with key combinations.
- It was helpful for anyone who isn't very familiar with excel.
- Shortcuts and tips.
- Something about graphing in excel worksheet. Also, the "hot-key" introduction was helpful.

**Second Workshop**

- The keyboard shortcuts were very useful.
- All
- Shortcuts
- Shortcuts are awesome!
- Learning excel!
- The shortcuts were killer!
- The shortcuts (keyboard) were awesome.
- Working through on my own – following along.
- Shortcuts
- Shortcuts, simple explanations.
- Nice review and learned some new shortcuts.

**9) Which aspects were the least valuable?**

- I should have done more investigation to see this was below the level I needed.
- Mainly keyboard shortcuts.
- Sum, average.
- Calculation
- It was all very helpful review – no least valuable aspect.
- A bit slow.
- I found this entire workshop to be valuable.
- Intro on excel capabilities.
- All were useful.
- All were valuable.
- Everything was very valuable.
- Started a little slow for my level of knowledge.
- The basics.
- Some of the first 10-15 minutes.
- Basic introduction about excel. I already know it.

**Second Workshop**

- It was very basic.
- Simple excess knowledge (but others in class needed it).
- Probably the intro about order of operations.
- None
- Some of the more basic excel functions I already knew.
- Perfect – need more.
- Simple functions.

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

- Could probably start at a slightly more advanced level, focusing more on shortcuts and tricks rather than basic functions.
- It was good. I knew majority of stuff but it wasn't boring to refresh.
- Good stuff!
- Less time spent on sum, average, etc.
- I thought the shortcuts were really helpful, so more of that would be good.
- Go a little slower during equation entry, and perhaps repeat equations at times.
- It's great.
- Bigger screen for projecting.
- Maybe combine beginning and intermediate levels together.

- Maybe slow down a bit.
  - Snacks and/or candy.
  - He moved really quickly through the material.
  - The desks facing wall near instructor made it challenging to follow.
  - Could be a little more complex, even for a beginner.
  - The instructor's speak speed could be slow...
- Second Workshop**
- Nada
  - Explain what excel can do other than what was covered.
  - Leaving some time to try and work through things on our own. Learn and use excel at the same time. Letting us do our own thing and figure it out might lead to better learning.
  - More of the same – good to have helpers on hand as well.
  - None, it was good.
  - I thought it was great.
  - Great as-is.

**11) Any additional comments?**

- The level of the class was not right for me because I was unsure about my own level in excel and it turned out my level was more advanced. Otherwise, the workshop is good for beginners.
  - Thank you for offering this.
  - Good job ☺
  - ☺ Thank you for offering it.
  - Excellent workshop! If the "r" workshop were as good there would be shouts of joy (and understanding).
  - Thank you for making this available!
  - It's pretty useful and clear!
  - As someone with very minimal excel experience this was very, very helpful.
  - Overall, the workshop was good. It was a little basic, so I probably should have gone to the intermediate one. I think the beginning and intermediate should be combined, as I think most of the students were intermediate.
  - Valuable use of time, looking forward to intermediate.
  - Great workshop.
- Second Workshop**
- Thanks!
  - Thank you!
  - Great job!
  - Thanks Steve!
  - Overall organized and good job presenting info by Steve.