

Intro to Microsoft Excel Winter Tech Cohort
October 2nd, 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 2nd December 29th, 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

Winter 2023 Intro to Microsoft Excel Tech Cohort

Course Settings Participants Grades Reports More •

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

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.



MSL Learn Course Support

Amelea Kim



Lifelong Learning Librarian



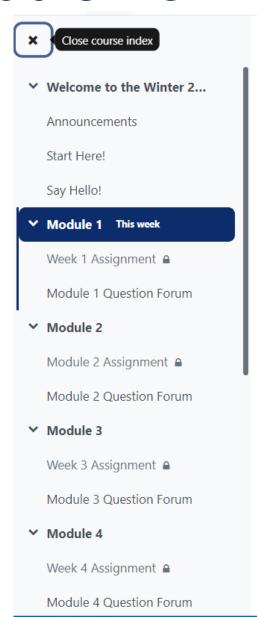
HELP!

For technical issues, please submit a Help Ticket.



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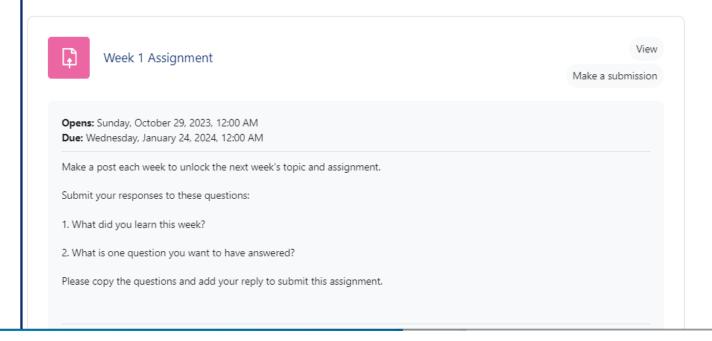
Module Format



✓ 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:

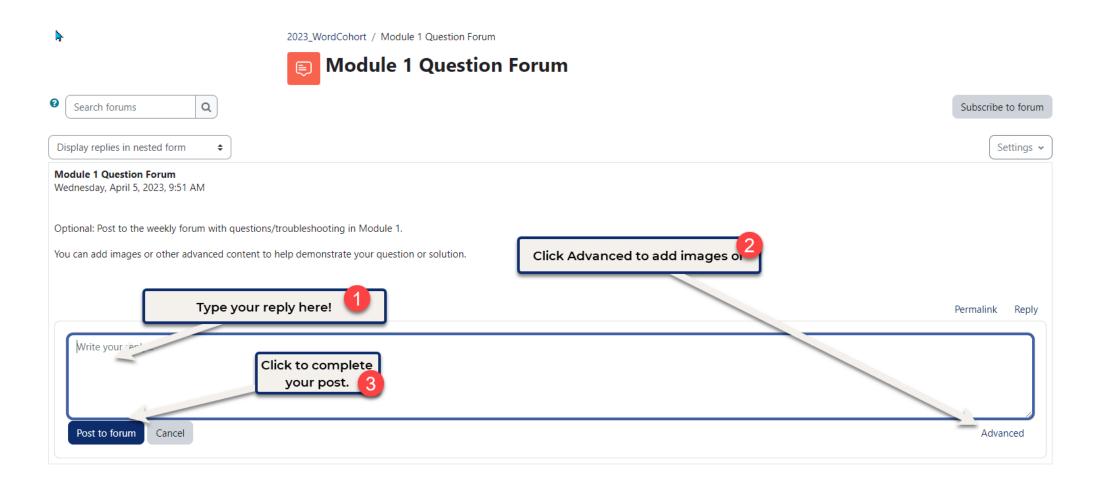
- Log into Universal Class and complete Lesson 1 and 2 of the Microsoft Excel 2021 Class.
 - Lesson 1: Introduction to Microsoft Excel 2021
 - o Lesson 2: Understanding Workbooks, Worksheets, and How to Enter Data
- Complete the Week 1 Assignment to unlock Module 2.
- Optional: Respond to the weekly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



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



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 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 406-444-0224