

Pre-MSBA Excel Boot Camp

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An optional (and free) zero credit pass/fail Excel Bootcamp is offered for students who need help learning the basic Excel skills that will be needed in the MSBA program. Those skills include (but are not limited to): quickly navigating spreadsheets, naming cells and ranges, using relative and absolute referencing, basic charting, filtering and sorting, creating and using tables, using built-in functions (financial functions, lookup functions, logical functions, etc.), creating PivotTables, using Solver, cleaning data, and working with text. If time permits, an introduction to VBA will be included.

This Boot Camp for MSBA students is designed for those with little experience (or no recent experience) with Excel. In order to teach you a large and necessary set of Excel skills to be productive in your courses throughout your MSBA journey, we must move quickly and efficiently. You are expected to be highly engaged across these sessions and complete the pre-work.

The boot camp class meets for two days on Thursday/Friday, August 26-27 from 9:00 am – 4:00 pm in Miller Hall, classroom 1088. If you need to learn these skills, please complete this Excel Boot Camp Registration Request prior to **7/15/2021**: [**EXCEL BOOT CAMP REGISTRATION LINK**](#)

Pre-work (approximately 3 hours):

Prior to the Boot Camp, it is necessary for students to actively engage and complete the course titled "Excel Essential Training (Office 365/Microsoft 365) by Dennis Taylor on LinkedIn Learning. Students can access LinkedIn Learning at no cost by using their W&M User ID and password from the library's webpage: <https://libraries.wm.edu/databases/linkedin-learning>. Once you have accessed LinkedIn Learning through W&M's library simply search for the title above. *Please note: "Actively engage" means that you will build and expand the provided spreadsheet files (and possibly create new ones) as the LinkedIn Learning course progresses.*

The files used in this LinkedIn Learning course are located under the Overview tab (usually at the bottom of the screen when you are NOT in full screen mode) in the "Related to this Course" section and then under "Exercise Files". After clicking "Show All" you will need to download the zip file called "Ex_Files_Excel_EssT_O365_Upd.zip" to your computer and then open to use the individual files referenced throughout the LinkedIn Learning course.

Simply watching the videos will not prepare you for the Boot Camp. If necessary, you can repeat the videos and spreadsheet builds multiple times until you have mastered these introductory skills. This LinkedIn Learning course is 2 hours and 17 minutes in length but will take longer to complete as you will need to pause the video along the way and replicate the work seen. A second monitor will be helpful to allow you to watch the video on one screen and replicate the work in your Excel files on the other. Complete the quiz found at the end of each chapter of this LinkedIn Learning course to self-assess what you have learned.