

# IMPACT

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Extension

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## Excel basics for businesses

### The Situation

Extension Educators in Bear Lake, Caribou, and Teton Counties have been teaching QuickBooks to small business owners and managers for three years. Several QuickBooks training participants have asked for additional computer classes including Microsoft Excel. Excel is a spreadsheet-based program that can be used for multiple purposes including any manipulation or calculation of numbers imaginable.

### Our Response

In 2009 Extension Educators organized a training program called Excel Basics for Businesses. The training is 12 hours long, 6 hours for two days. The learning system is listen, observe, practice and review. A workbook was developed to allow the participants to follow every example and contains practice activities to ensure greater retention. The format is very interactive allowing questions and discussion, which promotes taking notes and encourages class participation. Participants bring their own computers or are provided a computer from a bank of 10 computers owned by the participating counties.

### Program Outcomes

Forty-four people have completed Excel trainings held in Driggs, Montpelier, and Soda Springs. An evaluation of the training showed the following:

- 100% rated the quality of the Excel training as either very good or excellent.
- Participants reported, on average, a 33% increase in knowledge of the Excel program.
- 91% planned to use Excel in business activities
- 71% planned to use Excel for personal or household activities.



- 100% said they would recommend the Excel training to a friend or co-worker.

Some comments from participants were:

“Please give this class again so my staff can attend. Very good teaching technique – reading from the workbook, watching examples and discussing then practicing really helped me learn.”

“Instructors were easy to follow and kept my attention. Liked the format of learn then practice instead of all hands-on.”

“I learned so much. Great teachers. Offer more classes.”

“Great fun – lots of learning. Will look forward to more classes.”

“Could have learned what I have in the past two days by muddling through the tutorials, but it would have been difficult. The dialog and interaction be-

tween [the instructors] and students made it work very well.”

“So fun! Best interactive class I’ve been in! I learned just enough to start asking more questions. Brave enough to try more. Thanks!”

Great fun. Super educational. Want more classes with same teachers!! One of the best computer courses I have taken.”

### **The Future**

Extension Educators hope to continue offering Excel and QuickBooks training to small business owners and managers and plan to begin a five-week small business management program focusing on planning, financial management, goal setting, budgeting, and marketing.

### **FOR MORE INFORMATION**

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