1.0 Envisioning The Story (Brief Scope & Sequence for Storyboard - Not Included With Content)			NOTES (Client/SME Roles)
Course Title	Target Audience	Context/Setting	Please Write Below:
<ul> <li>Excelerate Your Excel Skills: Microsoft Excel Functionality Tips</li> <li>Are you ready to take your Excel skills to the next level and "excelerate" your efficiency and productivity?</li> </ul>	• The target audience of this course is employees who need to improve their proficiency in using Microsoft Excel for inventory management/data management in order to increase their efficiency and accuracy in data entry and analysis.	• A narrator overviewing Microsoft Excel functionality tips through the use of the platform.	
Terminal Company Overall Objective	Learning Objectives; Performance Actions & Goals	<b>Course Duration:</b>	
• By the end of Quarter 2, accuracy, speed, and efficiency in using advanced functions in Microsoft Excel will increase by 30% as employees will implement informed practices to analyze, manage, and present data to improve overall productivity in the workplace.	<ul> <li>Explain the purpose and function of Microsoft Excel.</li> <li>Create and manage spreadsheets that can be easily updated and shared with colleagues.</li> <li>Enter and format data in cells, rows, and columns.</li> <li>Apply strategies to automate tasks - such as filtering, sorting, and formatting data.</li> <li>Modify charts and graphs that effectively communicate data insights.</li> </ul>	• 6 minutes	

1.1 Hook - Question (Related To Topic)			NOTES (Client/SME Roles)
Voice Over Script	On-Screen Text	Graphics Notes	Please Write Below:
[1] NARRATION: Are you tired of spending hours on Microsoft Excel and feeling like you're not making progress? Are you ready to take your Excel skills to the next level and excelerate your efficiency and productivity? Look no further! In this video, we'll share some practical tips to help you excelerate your Excel skills.	<ul> <li>[1] OST: Excelerate Your Excel Skills: Microsoft Excel Functionality Tips</li> <li>*OST - On Screen Text</li> </ul>	<ul> <li>[1] IMAGE: Opening shot of a frustrated person sitting at a desk with a computer and an Excel spreadsheet on the screen]</li> <li>[2] IMAGE: Clock and person in office or at computer looking tired/frustrated at the clock</li> <li>[3] IMAGE: Level up scene with chart or graphic.</li> </ul>	
1.2 Review Learning Objectives			NOTES (Client/SME Roles)
Voice Over Script	On-Screen Text	Graphics Notes	Please Write Below:
[1] <b>NARRATION:</b> Our focus will be on some of the key features and functionalities in Excel that can help you save time, automate tasks, and get the most out of your data. You'll be able to explain the purpose and function of Microsoft Excel and create and manage spreadsheets that can be easily updated and shared with your colleagues. We'll review entering and formatting data into cells, rows, and columns, and apply these strategies to	<ul> <li>[1] OST: Learning Objectives</li> <li>Explain the purpose and function of Microsoft Excel.</li> <li>Create and manage spreadsheets that can be easily updated and shared with colleagues.</li> <li>Enter and format data in cells, rows, and columns.</li> <li>Apply strategies to automate tasks - such as filtering, sorting, and</li> </ul>	[1] <b>IMAGE:</b> Learning Objectives listed out	

sorting, and formatting data. And, last but not least, we'll modify charts and graphs that effectively communicate data insights.	Modify charts and graphs that effectively communicate data insights. <b>*OST - On Screen Text</b>		
	1.3 Define Microsoft Excel		NOTES (Client/SME Roles)
Voice Over Script	On-Screen Text	Graphics Notes	Please Write Below:
[1] <b>NARRATION:</b> Microsoft Excel is a software spreadsheet tool program designed for data analysis, organization, and management to efficiently store and manipulate large sets of data. Microsoft Excel is beneficial for your workplace because it allows users to create spreadsheets, charts, graphs, and other visual representations of data to better understand trends, patterns, and relationships within the data.	<ul> <li>[1] OST: Microsoft Excel Definition A software spreadsheet tool program from Microsoft designed for data analysis, organization, and management to efficiently store, analyze, and manipulate large sets of data.</li> <li>*OST - On Screen Text</li> </ul>	<ul> <li>[1] IMAGE: Definition on computer screen/same one in the intro</li> <li>[2] IMAGE: Introduce Microsoft Excel as a superhero who comes to the rescue of the learners' data woes</li> </ul>	
	1.4 Begin Tutorial - Open Spreadsheet		NOTES (Client/SME Roles)
Voice Over Script	On-Screen Text	Graphics Notes	Please Write Below:
[1] <b>NARRATOR:</b> First, we're going to start by having our Microsoft Excel application open. Go to Excel's homepage, and click on the "New+" button, then "Blank Workbook"to open the application.	<ul><li>[1] OST: Hover mouse/icon with mouse</li><li>*OST - On Screen Text</li></ul>	[1] <b>IMAGE:</b> Screen fades in to show a Microsoft Excel homepage - click through to blank workbook.	

	NOTES (Client/SME Roles)		
Voice Over Script	On-Screen Text	Graphics Notes	Please Write Below:
[1] <b>NARRATION:</b> Here we have a spreadsheet - a blank slate waiting to be filled with data. As we open this file, you can see the rows, columns, and cells. Let's take a closer look at this cell right here. As you can see, each cell in Excel is identified by a unique cell reference that consists of the column letter and the row number. This cell, for example, is in column C and row 5, so its cell reference is C5." A cell can contain different types of data, such as numbers, text, dates, formulas, and functions.	<ul> <li>[1] OST: Hover mouse/icon with mouse</li> <li>[2] OST: Cell Definition The basic unit - or building block - of an Excel spreadsheet, and it is the intersection point between a row and a column. </li> <li>*OST - On Screen Text </li> </ul>	<ul> <li>[1] IMAGE: Screen fades into blank spreadsheet</li> <li>[2] IMAGE: Click on a specific cell in the spreadsheet and the view zooms in on that cell</li> <li>[3] IMAGE: Cell definition</li> </ul>	
1.6 Introducing Data Set			NOTES (Client/SME Roles)
Voice Over Script	On-Screen Text	Graphics Notes	Please Write Below:
[1] <b>NARRATION:</b> For today's purposes, our data set has already been imported into Microsoft Excel. Looking at our data set, located at the top of our Excel sheet is our title - or label. This spreadsheet analyzes the amount of smart watches that have been sold per state for Quarter 1, Quarter 2, Quarter 3, and Quarter 4. On the left-hand side of our screen,	[1] <b>OST</b> : Hover mouse/icon with mouse	<ul> <li>[1] IMAGE: A cursor highlights the title on Excel spreadsheet.</li> <li>[2] IMAGE: Cursor moves to left-hand side of screen to data sets.</li> </ul>	

each state appears with four different values. Each value represents how many smartwatches were sold in each quarter for that state. The data as it is looks messy and disorganized.			
	1.7 Text To Columns		NOTES (Client/SME Roles)
Voice Over Script	On-Screen Text	Graphics Notes	Please Write Below:
[1] NARRATION: In order to organize this data and easily split the text into separate columns, first, we will need to use the toolbar located above our spreadsheet title. The toolbar will be where all of our functionality tools are located. Select the cell or range of cells that contain the text you want to split. Next, click on the "Data" tab in the ribbon at the top of the Excel window, and then click on "Text to Columns".In the "Convert Text to Columns Wizard" window that appears, select "Delimited" and click "Next".In the next screen, select the delimiter that separates the text you want to split. This could be a comma, a semicolon, a space, or any other character. You can preview the results in the Data Preview section. Select "Space" since spaces separate each of our data sets to indicate splitting into a new column. Once you've selected the	[1] OST: Hover mouse/icon with mouse *OST - On Screen Text	<ul> <li>[1] IMAGE: A cursor highlights a range of cells in an Excel worksheet.</li> <li>[2] IMAGE: The cursor moves to the "Data" tab in the Excel ribbon.</li> <li>[3] IMAGE: The "Data" tab in the Excel ribbon is highlighted, and the cursor moves to the "Text to Columns" button.</li> <li>[4] IMAGE: The "Convert Text to Columns Wizard" window appears.</li> <li>[5] IMAGE: The cursor clicks on the "Delimited" option, and then clicks "Next".</li> <li>[6] IMAGE: The cursor highlights the "Space" option as the delimiter for the data set.</li> <li>[7] IMAGE: The cursor clicks on "Next" to continue.</li> </ul>	

delimiter, click "Next". You can then select the format for each column, such as "General", "Text", or "Date". Select "General" there is nothing to change about the data set's format. Click "Finish" and voila! Your text is now split into separate columns based on the delimiter you selected.		<ul> <li>[8] IMAGE: The cursor highlights the "General" option for the format of each column.</li> <li>[9] IMAGE: The cursor clicks on "Finish" to complete the text to columns process.</li> <li>[10] IMAGE: The data set is split into separate columns in the Excel worksheet.</li> </ul>	
	<b>1.8 Conditional Formatting</b>		NOTES (Client/SME Roles)
Voice Over Script	On-Screen Text	Graphics Notes	Please Write Below:
[1] NARRATION: We can also visually highlight cells that meet specific performance criteria. In order to visually see which states are selling the most smartwatches per quarter and which states are selling the least amount of product per quarter, select the Quarter 1 data cell vertically. Then, select the "Conditional Formatting" button in the "Home" tab of the Excel ribbon. In the drop-down menu, select the type of formatting you want to apply. For our example, let's choose "Color Scales." Choose the formatting options that you want to use. For example, we'll choose a green-yellow-red color scale to	[1] <b>OST</b> : Hover mouse/icon with mouse	<ul> <li>[1] IMAGE: Opening shot of an Excel spreadsheet with data in it</li> <li>[2] IMAGE: Cursor hovers over Quarter 1 data cells</li> <li>[3] IMAGE: Screen displays the Home tab with the Conditional Formatting button highlighted</li> <li>[4] IMAGE: Screen displays the drop-down menu and highlights the "Color Scales" option</li> <li>[5] IMAGE: Screen displays the color Scales options with the selected green-yellow-red scale highlighted</li> </ul>	

highlight cells with higher sales in green, moderate sales in yellow, and lower sales in red. Click "OK" to apply the formatting to the selected cells. Now, you can see that the cells are color-coded based on their sales value, making it easy to identify which cells have higher or lower sales. Let's apply this to the rest of our quarterly cells.		<ul> <li>[6] IMAGE: Screen shows the selected cells with the new color-coded formatting applied</li> <li>[7] IMAGE: Screen zooms out to show the full data set and screen displays the rest of the quarterly cells with the same color-coded formatting applied</li> </ul>	
	1.9 Formula - SUM		NOTES (Client/SME Roles)
Voice Over Script	On-Screen Text	Graphics Notes	Please Write Below:
[1] NARRATION: Next, we'll use formulas to effectively analyze the data from each of the quarters. We will start with a formula that can add cells together. First, go down to the bottom of our Quarter 1 column. Once there, click on the next available, colorless cell. Then, type in the equal sign and S-U-M (=SUM). You will follow this with the first cell in the range you want to add, a colon, and the last cell in the range you want to add. So, in this example, the first number in Quarter 1 appears in the cell B3 - I will type that first. Then, I will type a colon. Anytime you use a colon, in Excel, it literally means the word "through." After you include a colon,	<ul> <li>[1] OST: Hover mouse/icon with mouse</li> <li>[2] OST: Anytime you use a colon, in Excel, it literally means the word "through."</li> </ul>	<ul> <li>[1] IMAGE: Opening shot of an Excel spreadsheet with data for each of the quarters</li> <li>[2] IMAGE: Camera zooms in to the bottom of the Quarter 1 column</li> <li>[3] IMAGE: As the narrator explains, the text appears on the screen</li> <li>[4] IMAGE: The narrator demonstrates typing the formula as the text appears on the screen</li> <li>[5] IMAGE: The camera shows the typed formula in the cell</li> <li>[6] IMAGE: The camera shows the highlighted total in blue</li> </ul>	

type the last cell you want to appear in the range you're adding. In this case, we are adding all of Quarter 1, so the last cell in this example is B52. So, the final product should look like (=SUMB3:B52). Once you've typed in the formula, hit enter and the sum of the values in the selected range will appear in the cell. It's that simple! The SUM function is a powerful tool for quickly calculating totals in Excel." Do this for the rest of the quarterly cells. Then, highlight your sum blue to denote that this is the total of your cells.		[7] <b>IMAGE:</b> The camera shows the process being repeated for the rest of the quarterly cells, with the totals highlighted in blue Closing shot of the Excel spreadsheet with highlighted totals for each of the quarters	
	1.10 Formula - AVERAGE		NOTES (Client/SME Roles)
Voice Over Script	On-Screen Text	Graphics Notes	Please Write Below:
[1] <b>NARRATION:</b> We'll now calculate the averages of each of our quarterly cells. It has a very similar process to our SUM formula used previously. Again, go down to the bottom of our Quarter 1 column - below our SUM cells that now appear. Once there, click on the next available, colorless cell. Then, type in the equal sign and AVERAGE	[1] <b>OST</b> : Hover mouse/icon with mouse	<ul> <li>[1] IMAGE: Opening shot of an Excel spreadsheet with data for each of the quarters</li> <li>[2] IMAGE: Cursor highlights the cell below the SUM cells in Quarter 1.</li> <li>[3] IMAGE: Viewer typing in the AVERAGE formula, starting with an equal sign and followed by the</li> </ul>	

with the first cell in the range you want to add, a colon, and the last cell in the range you want to add - identical to the SUM formula. Remember - last time our cell range was B3 to B52. Type this in and use a colon to separate the cells. End the formula with another parenthesis and press enter. The average amount of smartwatches sold quarter 1 per state is now available to you! Again, do this for the rest of the quarterly cells. Then, highlight your averages purple to denote that this is the average for each of your cells. You can also use the AutoSum and Auto Average button located at the Home Screen - but sometimes the totals can be off.		<ul> <li>[4] IMAGE: Highlights the range of cells the viewer wants to add, separated by a colon.</li> <li>[5] IMAGE: Highlights the cells in the selected range and shows the viewer pressing the Enter key.</li> <li>[6] IMAGE: Shows the viewer repeating the same process for the rest of the quarterly cells.</li> <li>[7] IMAGE: Highlights the cells with the calculated averages in each quarter and highlights the cells with purple to denote the average for each of the cells.</li> <li>[8] IMAGE: Show AutoSum and AutoAverage on Home Screen</li> </ul>	
	1.11 U.S. Inventory Map		NOTES (Client/SME Roles)
Voice Over Script	On-Screen Text	Graphics Notes	Please Write Below:

[1] **NARRATION:** Finally, we can use the Filled Map feature in Excel to create a "heat map" of the United States to indicate, through color, which states are selling more product overall versus other states for each of our quarters. First start by selecting the States and Quarter 1 column.

## On-Screen TextGraphics NotesPlease Write Below:[1] OST: Hover mouse/icon with<br/>mouse[1] IMAGE: Shows the Excel<br/>interface with the States and Quarter 1<br/>column selected[2] IMAGE: Shows the copy-paste<br/>command being executed

Then, copy the selected column. Once you have copied the selected column, go to the Insert tab. Then, locate the Filled Maps button. Click on "Filled Maps" Once clicked, a map of the United States should appear and color-colored. The darker color states indicate that more products are being sold. The lighter color states indicate that less product is being sold. You can make a heat map for each of your quarterly data sets in under seconds!		<ul> <li>[3] IMAGE: Highlights the Filled Maps button being clicked and a map of the United States appearing</li> <li>[4] IMAGE: Highlights the heat map for Quarter 1</li> </ul>	
	1.12 Wrap Up		NOTES (Client/SME Roles)
Voice Over Script	On-Screen Text	Graphics Notes	Please Write Below:
[1] <b>NARRATION:</b> By implementing the tips and strategies you've learned	[1] <b>OST</b> : Hover mouse/icon with	[1] IMAGE: Opening shot of a	