

Productivity hacks: Excel 101 for pharmacy

Workshop Program

Pre-work: available from *Wednesday 14 May 2025*

Topic	Learning objectives
Basic excel functions	<ul style="list-style-type: none">• Overview how to use basic function in Excel• Overview viewing and navigation functions in Excel, include keyboard shortcuts
Excel file types	<ul style="list-style-type: none">• Identify different file types available in Excel• Compare and contrast the use, limits, benefits, structure and applicability of these file types
Excel file setup	<ul style="list-style-type: none">• Outline how to set up Excel files to optimise usability• Outline set up and key inclusions for general spreadsheet set up• Overview how to structure data and data types within a table in Excel• Describe steps to automate data validation• Demonstrate the use of conditional formatting to highlight data variance and anomalies• Explain the use, purpose and set up of pivot tables
Reformatting your data	<ul style="list-style-type: none">• Demonstrate key Excel functions used to reformat data
Self-directed Exercise: Excel data collection worksheet for a Quality Improvement activity MUST be completed prior to attending the workshop	<ul style="list-style-type: none">• Use an Excel data collection worksheet template to format data• Set up the data collection worksheet for optimal usability• Structure data within the data collection worksheet to facilitate table formatting• Reformat data to suit the needs of this Quality Improvement activity• Analyse data within this worksheet using basic Excel functions and formulas

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Live virtual workshop: **Wednesday 28 May 2025**

Led by: **Aaron Van Garderen**

Time (AEST)	Session
1815	Online login available
1830-1840	Welcome, overview and introduction
1840-1910	Review of pre-work and pre-workshop exercise
1910-1955	Workshop exercise: Excel in practice – calculating eGFR
1955-2015	Wrap up and hacks to secure your Excel work!
2015	Seminar summary & close

Please note: presentation recordings from the live virtual workshop will not be available.