

LARGE AUDIENCE ONLINE EXCEL TRAINING CHECKLIST

Before

- ☐ Send downloads + solution files
- ☐ Share written steps of demos
- ☐ Provide version requirements
- ☐ Outline timing and agenda clearly

During

- ☐ Repeat logistics
- ☐ Announce timing for each segment
- ☐ Use anonymous polls
- ☐ Keep exercises 5–10 min
- ☐ Show a countdown timer
- ☐ Avoid breakout rooms
- ☐ Encourage following along but allow solution-file fallback

After

- ☐ Share recording + files again
- ☐ Send a one-page recap
- ☐ Encourage redoing exercises with the written guide