

Microsoft Excel 2013 - Level 2: Instructor Setup Guide

- General Hardware Requirements for Office Professional Plus 2013
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1.1 General Hardware Requirements for Office Professional Plus 2013

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Office 2013 32-bit products are supported on the following Windows operating systems: <ul style="list-style-type: none"> • Windows Server 2008 R2 (64-bit) • Windows 7 (32-bit or 64-bit) • Windows Server 2012 (64-bit) • Windows 8 (32-bit or 64-bit) Office 2013 64-bit products are only supported on the following Windows operating systems: <ul style="list-style-type: none"> • Windows Server 2008 R2 (64-bit) • Windows 7 (64-bit) • Windows Server 2012 (64-bit) • Windows 8 (64-bit)
Processor	1 gigahertz (GHz) or faster x86; or x64-bit processor with SSE2 instruction set
Disk space	3.0 gigabyte (GB)
Memory	1 gigabyte (GB) RAM (32-bit); 2 gigabytes (GB) RAM (64-bit)
Display	Graphics hardware acceleration requires a DirectX10 graphics card and a 1024 x 576 or higher resolution monitor

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 8 Professional as the operating system. Other operating systems described above may be used and should not impact the flow of the course.

This course was created with a default installation of Office Professional Plus 2013. If desired, you may save disk space by installing only the more common applications.

The workstation could be configured to connect to the Internet, although there are no exercises that require it.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **S152en_data.exe** for this course to install the class data to the **C:\S152en_data** folder. The table below indicates the classroom data files that are included in the archive, as well as the section in which the file is first opened for use.

DATA FILE	FILE TYPE	USED IN
Naming	.xlsx	Section 1.1 Managing Range Names , in the exercise Creating and Using Named Ranges .
Outline	.xlsx	Section 1.4 Creating and Using Outlines , in the exercise Creating and Using a Outlines .
Review 1	.xlsx	Review Exercise 1
Salescom	.xlsx	Section 2.1 Using the IF Function , in the exercise Using the IF Function .
Div1, Div2, Div3, Div4, Divisions	.xlsx	Section 2.2 Linking Formulas , in the exercise Creating Linking Formulas .
North, Central, South, Review 2	.xlsx	Review Exercise 2
Review 2 Linking	.xlsx	Review Exercise 2
Division Summary	.xlsx	Section 3.2 Working with Multiple Worksheets , in the exercise Working with Multiple Worksheets .
Detail	.xlsx	Section 3.3 Consolidating Data , in the exercise Using the Consolidate Command .
Div5	.xlsx	Section 3.3 Consolidating Data , in the exercise Using the Consolidate Command .
Consolidation	.xlsx	Section 3.3 Consolidating Data , in the exercise Using the Consolidate Command .
Review 3	.xlsx	Review Exercise 3
Review 3 Report Consolidation	.xlsx	Review Exercise 3
Divisions Detail	.xlsx	Section 4.1 Creating Charts , in the exercise Creating a Column and a Pie Chart .
Money	.bmp	Section 4.3 Modifying Chart Elements , in the exercise Adding Graphics and Trendlines to a Column Chart .
Review 4	.xlsx	Review Exercise 4
Ontarget	.xlsx	Section 5.1 Working with Styles , in the exercise Applying, Creating, Modifying and Copying Styles .
Projections	.xlsx	Section 5.1 Working with Styles , in the exercise Applying, Creating, Modifying and Copying Styles .
Review 5	.xlsx	Review Exercise 5

The **C:\S152en_data** folder may be deleted after the class.

1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per chapter and section based on a seven-hour training session. Time required for pre-class introductions or greetings has not been included. Please note that these are estimates only and that other variables may dictate the amount of time you spend on each chapter and section.

CHAPTER/SECTION	ESTIMATED TIME
Worksheet Organization	90 min
1.1 Managing Range Names	20 min
1.2 Creating and Using Workbook Templates	20 min
1.3 Applying Worksheet Security	20 min
1.4 Creating and Using Outlines	20 min
Review Exercise	10 min
Advanced Formulas	70 min
2.1 Using the IF Function	20 min
2.2 Linking Formulas	20 min
2.3 Modifying and Restoring Links	20 min
Review Exercise	10 min
Using Multiple Workbooks and Worksheets	80 min
3.1 Working with Multiple Workbooks	20 min
3.2 Working with Multiple Worksheets	25 min
3.3 Consolidating Data	20 min
Review Exercise	15 min
Working with Charts	100 min
4.1 Creating Charts	25 min
4.2 Changing Chart Data	20 min
4.3 Modifying Chart Elements	20 min
4.4 Creating Custom Charts	20 min
Review Exercise	15 min
Applying Formatting	80 min
5.1 Working with Styles	30 min
5.2 Annotating Worksheets	20 min
5.3 Using Sparklines	15 min
Review Exercise	10 min

