

## **Microsoft Excel 2013 - Level 3 - Data Management: 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

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>Operating system</b>	Office 2013 32-bit products are supported on the following Windows operating systems: <ul style="list-style-type: none"> <li>• Windows Server 2008 R2 (64-bit)</li> <li>• Windows 7 (32-bit or 64-bit)</li> <li>• Windows Server 2012 (64-bit)</li> <li>• Windows 8 (32-bit or 64-bit)</li> </ul> Office 2013 64-bit products are only supported on the following Windows operating systems: <ul style="list-style-type: none"> <li>• Windows Server 2008 R2 (64-bit)</li> <li>• Windows 7 (64-bit)</li> <li>• Windows Server 2012 (64-bit)</li> <li>• Windows 8 (64-bit)</li> </ul>
<b>Processor</b>	1 gigahertz (GHz) or faster x86; or x64-bit processor with SSE2 instruction set
<b>Disk space</b>	3.0 gigabyte (GB)
<b>Memory</b>	1 gigabyte (GB) RAM (32-bit); 2 gigabytes (GB) RAM (64-bit)
<b>Display</b>	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 complete installation of Office Professional Plus 2013. If desired, you may save disk space by installing only the more common applications.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **C:\S153Den\_data.exe** for this course to install the class data to the **C:\S153Den\_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.

<b>DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
<b>Table-CO</b>	<b>.xlsx</b>	Section <b>1.1 Data List and Excel Table Concepts</b> , in the exercise <b>Working with a Table</b>
<b>IF-CO</b>	<b>.xlsx</b>	Section <b>1.2 Using Data Forms</b> , in the exercise <b>Using a Form to Maintain a List</b>
<b>IF-CO_2</b>	<b>.xlsx</b>	Section <b>2.2 Sorting Lists</b> , in the exercise <b>Sorting Lists</b>
<b>IF-CO_3</b>	<b>.xlsx</b>	Section <b>3.2 Using AutoFilter</b> , in the exercise <b>Using AutoFilter with Simple and Custom Criteria</b>
<b>Fullmoon</b>	<b>.xlsx</b>	Section <b>3.4 Working with Filtered Data</b> , in the exercise <b>Using Advanced Filter to Query by Example</b>
<b>IF-CO_4</b>	<b>.xlsx</b>	Section <b>4.2 Working with Subtotalled Lists</b> , in the exercise <b>Creating Subtotals for a Data List</b>
<b>Travel</b>	<b>.xlsx</b>	Section <b>4.3 Using Functions to Summarize Data</b> , in the exercise <b>Working with Dfunctions</b>
<b>IF-CO_5</b>	<b>.xlsx</b>	Section <b>5.2 Creating PivotTables</b> , in the exercise <b>Creating and Modifying a PivotTable</b>
<b>Orders</b>	<b>.xlsx</b>	Section <b>6.2 Importing Query Data from Access</b> , in the exercise <b>Retrieving Data into Excel from an External Data Source</b>
<b>New Tours</b>	<b>.prn</b>	Section <b>6.4 Importing Query Data from Text Files</b> , in the exercise <b>Retrieving Text Files to Create Data Lists</b>
<b>New Tours</b>	<b>.csv</b>	Section <b>6.4 Importing Query Data from Text Files</b> , in the exercise <b>Retrieving Text Files to Create Data Lists</b>

The **C:\S153Den\_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.

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Maintaining Data</b>	<b>70 min</b>
1.1 Data List and Excel Table Concepts	30 min
1.2 Using Data Forms	20 min
1.3 Using Lookup Tables	20 min
<b>Sorting Lists</b>	<b>60 min</b>
2.1 Sorting Concepts	20 min
2.2 Sorting Lists	20 min
2.3 Custom Sort Orders	20 min
<b>Filtering Lists</b>	<b>70 min</b>
3.1 Filtering Concepts	15 min
3.2 Using AutoFilter	15 min
3.3 Using Advanced Filter	20 min
3.4 Working with Filtered Data	20 min
<b>Summarizing Data</b>	<b>50 min</b>
4.1 Automatic Subtotals	15 min
4.2 Working with Subtotalled Lists	15 min
4.3 Using Functions to Summarize Data	20 min
<b>Working with PivotTables</b>	<b>95 min</b>
5.1 PivotTable Concepts	15 min
5.2 Creating PivotTables	20 min
5.3 Modifying PivotTable Layouts	20 min
5.4 Working with PivotTables	20 min
5.5 PivotCharts	10 min
5.6 Slicers	10 min

<b>Working with External Data</b>	<b>75 min</b>
6.1 External Data Concepts	15 min
6.2 Importing Query Data from Access	20 min
6.3 Importing Query Data from Web Pages	20 min
6.4 Importing Query Data from Text Files	20 min