

Microsoft Excel 2016 – Level 3 – Spreadsheet Analysis: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2016**
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1.1 General Hardware Requirements for Office Professional Plus 2016

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2
Processor	1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set
Disk space	3.0 gigabytes (GB)
Memory	2.0 gigabytes (GB) RAM
Display	Graphics hardware acceleration requires a DirectX10 graphics card and a 1280 x 800 or higher resolution monitor

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 10 Enterprise 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 2016. 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 **S163Sen_data.exe** for this course to install the class data to the **C:\S163Sen_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
NEWPROD	.xlsx	Section 1.2 Absolute and Mixed References , in the exercise Using Absolute and Mixed References
FINFUNCS	.xlsx	Section 1.3 Financial Functions , in the exercise Using the PMT Function
NEWPROD2	.xlsx	Section 2.1 Goal Seek , in the exercise Using Goal Seek
HOUSEMAX	.xlsx	Section 2.2 Data Tables , in the exercise Using Data Tables
SCENARIO	.xlsx	Section 3.2 Creating Scenarios , in the exercise Creating Scenarios
NEWPROD4	.xlsx	Section 4.3 Solving the Problem , in the exercise Using Solver to Optimize Profit
NEWPROD5	.xlsx	Section 5.2 Tracing a Worksheet , in the exercise Tracing a Worksheet
HOUSEMAX5	.xlsx	Section 5.3 Evaluating Formulas , in the exercise Evaluating Formulas
SALES	.xlsx	Section 5.5 Tracking Cells in a Workbook , in the exercise Using the Watch Window

The **C:\S163Sen_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
Using Functions	70 min
1.1 Function Concepts	20 min
1.2 Absolute and Mixed References	25 min
1.3 Financial Functions	25 min
Projecting Figures	50 min
2.1 Goal Seek	25 min
2.2 Data Tables	25 min
Performing What-If Scenarios	90 min
3.1 Scenario Concepts	20 min
3.2 Creating Scenarios	30 min
3.3 Managing Scenarios	20 min
3.4 Scenario Reports	20 min
Using Solver	115 min
4.1 Solver Concepts	20 min
4.2 Defining the Problem	25 min
4.3 Solving the Problem	25 min
4.4 Solver Reports	25 min
4.5 Solver Options	20 min
Auditing Workbooks	95 min
5.1 Auditing Concepts	15 min
5.2 Tracing a Worksheet	20 min
5.3 Evaluating Formulas	20 min
5.4 Locating and Correcting Errors in Formulas	20 min
5.5 Tracking Cells in a Workbook	20 min

