

Microsoft Excel 2019 – Level 3 – Spreadsheet Analysis: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2019**
 - **Software Setup Notes**
 - **Classroom Data**
 - **Courseware Timing**
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1.1 General Hardware Requirements for Office Professional Plus 2019

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Windows 10, Windows Server 2019
Processor	1.6 GHz or faster, 2-core processor. 2.0 GHz or greater recommended for Skype for Business.
Disk space	4.0 GB of available disk space
Memory	4 GB RAM; 2 GB RAM (32-bit)
Display and Graphics Hardware	1280 x 768 screen resolution. Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update). Professional Plus: Skype for Business requires DirectX 9 or later, 128 MB graphics memory, and 32 bits per pixel capable format.

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 10 Enterprise (version 1803) as the operating system, and a default installation of Office Professional Plus 2019. Other operating systems described above may be used and should not impact the flow of the course.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **S193Sen_data.exe** for this course to install the class data to the **C:\S193Sen_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:\S193Sen_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

