Excel for Microsoft 365/2021 – Level 1: Instructor Setup Guide

- **General System Requirements for Microsoft 365 (Business and Enterprise)**
- **Software Setup Notes**
- **Classroom Data**
- **Courseware Timing**

1.1 General System Requirements for Microsoft 365 (Business and Enterprise)

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Windows 11, Windows 10, Windows 8.1, Windows Server 2019 or Windows Server 2016.
Processor	1.6 GHz or faster, 2-core processor. 2.0 GHz or greater is recommended for Skype for Business.
Disk space	4.0 GB of available disk space
Memory	4 GB RAM; 2 GB RAM (32-bit)
Display	1280 x 768 screen resolution.
Graphics Hardware	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). Skype for Business requires DirectX 9 or later, 128 MB for the graphics memory, and a 32-bits-per-pixel-capable format.
Browser	Current version of Microsoft Edge, Safari, Chrome, or Firefox.
.NET version	Windows OS: Some features may require .NET 3.5 or 4.6 or higher to be installed. Microsoft Teams requires 4.6 or higher.
Video calls & meetings	For an improved experience with video calls and online meetings, Microsoft recommends using a computer that has a 2.0 GHz processor and 4.0 GB RAM (or higher). Teams requires a USB 2.0 video camera, a microphone, and an audio output device to utilize its full range of calling and meeting features.

1.2 Software Setup Notes

■ Workstation

This course was developed using Windows 10 Enterprise as the operating system and a default installation of the Microsoft 365 desktop applications.
Other operating systems described above may be used and should not impact the flow of the course.

Configure the workstation:

• with an Internet connection to accommodate the exercise: **Using Microsoft Search to Get Help** in section **1.3 Getting Started**.

• with a printer driver.

1.3 Classroom Data

Run the class data archive **S1M31en_data.exe** for this course to install the class data to the **C:\S1M31en_data** folder.

Alternatively, copy the **S1M31en_data** folder for this course to another location, but remember to direct class participants to this location as they work through hands-on exercises.

The table below lists the classroom data files and the section in which the file is open for use.

DATA FILE	FILE TYPE	USED IN
Budget	**.xlsx**	Section **1.5 Opening and Closing Workbooks**, in the exercise **Opening and Closing Workbooks**
Income_2	**.xlsx**	Section **2.1 Working with Columns and Rows**, in the exercise **Adjusting Column Width and Row Height**
Review_2	**.xlsx**	Chapter 2 **Review Exercise**
Income_3	**.xlsx**	Section **3.1 Creating and Using Formulas**, in the exercise **Creating Formulas**
Review_3	**.xlsx**	Chapter 3 **Review Exercise**
Income_4	**.xlsx**	Section **4.1 Formatting Worksheets**, in the exercise **Formatting Worksheets**
Review_4	**.xlsx**	Chapter 4 **Review Exercise**
Review_5	**.xlsx**	Chapter 5 **Review Exercise**

Delete the **C:\S1M31en_data** folder after the class.

1.4 Courseware Timing

The following table lists an estimated time to be allocated per chapter and section based on a seven-hour training session.

The 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
Getting Started with Microsoft Excel	**85 min**
1.1 Understanding Spreadsheet Concepts	15 min
1.2 Understanding Different Excel Versions	5 min
1.3 Getting Started	15 min
1.4 Creating and Saving Workbooks	20 min
1.5 Opening and Closing Workbooks	20 min
Review Exercise	10 min
Modifying Worksheets	**75 min**
2.1 Working with Columns and Rows	25 min
2.2 Working with Cell Contents	25 min
Review Exercise	25 min
Using Formulas and Functions	**105 min**
3.1 Creating and Using Formulas	20 min
3.2 Creating and Using Functions	25 min
3.3 Using Absolute Cell References	20 min
3.1 Creating and Using Formulas	20 min
Review Exercise	20 min
Formatting and Viewing Worksheets	**85 min**
4.1 Formatting Worksheets	30 min
4.2 Viewing Worksheets	30 min
Review Exercise	25 min
Printing Workbooks	**70 min**
5.1 Using Workbook Views	20 min
5.2 Changing the Page Setup	20 min
5.3 Previewing and Printing Workbooks	15 min
Review Exercise	15 min