ISG

Excel for Microsoft 365/2021 – Level 2: 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:

• ideally, with an Internet connection, although no exercises that require it.

• with a printer driver.

1.3   Classroom Data

If desired, run the class data archive **S1M32en_data.exe** for this course to install the class data to the **C:\S1M32en_data** folder.

Alternatively, copy the **S1M32en_data** folder for this course to **C:** or another location to manually locate the data files. Remember to direct class participants to this location as they work through hands-on exercises.

Delete the **S1M32en_data** folder after the class.

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*
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 Outlines**.
Sales Entry	**.xlsx**	Section **1.5 Working with Data Validation**, in the exercise, **Working with Data Validation**.
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 **2.3 Linking Formulas**, in the exercise, **Creating Linking Formulas**.
Review 2, North, Central, South, Review 2 Linking	**.xlsx**	**Review Exercise 2**
Division_Summary	**.xlsx**	Section **3.2 Working with Multiple Worksheets**, in the exercise, **Working with Multiple Worksheets**.
Review_3	**.xlsx**	**Review Exercise 3**
Divisions_Detail	**.xlsx**	Section **4.1 Creating Charts**, in the exercise, **Creating a Column and a Pie Chart**.
Green Money	**.png**	Section **4.3 Modifying Chart Elements**, in the exercise, **Adding Graphics and Trendlines to a Column Chart**.
Review 4	**.xlsx**	**Review Exercise 4**
Ontarget, Projections	**.xlsx**	Section **5.1 Working with Styles**, in the exercise, **Applying, Creating, Modifying and Copying Styles**.
Review 5	**.xlsx**	**Review Exercise 5**
JANEXP	**.xlsx**	Section **6.3 Executing Macros**, in the exercise, **Recording Print Macros**.

1.4   Courseware Timing

The following table lists an estimated time 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 time you spend on each chapter and section.

CHAPTER/SECTION	*ESTIMATED TIME*
Worksheet Organization	**105 min**
1.1 Managing Range Names	15 min
1.2 Creating and Using Workbook Templates	15 min
1.3 Applying Worksheet Security	15 min
1.4 Creating and Using Outlines	15 min
1.4 Creating and Using Outlines	15 min
1.5 Working with Data Validation	15 min
Review Exercise	15 min
Advanced Formulas	**65 min**
2.1 Using the IF Function	15 min
2.2 Using the IFS Function	15 min
2.3 Linking Formulas	15 min
2.4 Modifying and Restoring Links	10 min
Review Exercise	10 min
Using Multiple Workbooks and Worksheets	**45 min**
3.1 Working with Multiple Workbooks	15 min
3.2 Working with Multiple Worksheets	15 min
Review Exercise	15 min
Working with Charts	**80 min**
4.1 Creating Charts	20 min
4.2 Changing Chart Data	15 min
4.3 Modifying Chart Elements	15 min
4.4 Creating Custom Charts	15 min
Review Exercise	15 min

CHAPTER/SECTION	ESTIMATED TIME
Applying Formatting	**60 min**
5.1 Working with Styles	15 min
5.2 Annotating Worksheets	15 min
5.3 Using Sparklines	15 min
Review Exercise	15 min
Supplemental - Macros Overview	**65 min**
6.1 Planning Macros	10 min
6.2 Recording Macros	10 min
6.3 Executing Macros	10 min
6.4 Maintaining Macros	10 min
6.5 Code Security	10 min
6.6 Adding Macros to the Quick Access Toolbar	10 min
6.7 Modifying Quick Access Toolbar Buttons	5 min