

Excel for Microsoft 365/2021 – Level 3 – Data Management: Instructor Setup Guide

- **General System Requirements for Microsoft 365 (Business and Enterprise)**
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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, although no exercises that require it.
- with a printer driver.

1.3 Classroom Data

If desired, run the class data archive **S1M33Den_data.exe** for this course to install the class data to the **C:\S1M33Den_data** folder.

Alternatively, copy the **S1M33Den_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 **S1M33Den_data** folder after the class.

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

DATA FILE	FILE TYPE	USED IN
Table-CO_1	.xlsx	Section 1.2 Working with Tables, in the exercise Working with Tables
Table-CO__Lookup_1	.xlsx	Section 1.3 Looking Up Data, in the exercise Using Lookup Functions
Table-CO_2	.xlsx	Section 2.2 Sorting Tables, in the exercise Sorting Lists
Table-CO_3	.xlsx	Section 3.2 Using AutoFilter, in the exercise Using AutoFilter with Simple and Custom Criteria
Fullmoon	.xlsx	Section 3.4 Working with Filtered Data, in the exercise Using Advanced Filter to Query by Example
Table-CO_4	.xlsx	Section 4.2 Working with Subtotalled Lists, in the exercise Creating Subtotals for a Data List
Travel	.xlsx	Section 4.3 Using Functions to Summarize Data, in the exercise Working with Dfunctions
Table-CO_5	.xlsx	Section 5.2 Creating PivotTables, in the exercise Creating and Modifying a PivotTable
Table-CO_6	.xlsx	Section 6.1 Dynamic Array Formula Concepts, in the exercise Exploring Dynamic Array Characteristics
Table-CO_6-2	.xlsx	Section 6.2 Creating Unique Dynamic Lists, in the exercise Create Unique Data Validation Lists

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
Maintaining Data	70 min
1.1 List and Excel Table Concepts	15 min
1.2 Working with Tables	20 min
1.3 Using Lookup	20 min
1.4 Using Data Forms	15 min
Sorting Lists	60 min
2.1 Sorting Concepts	20 min
2.2 Sorting Lists	20 min
2.3 Custom Sort Orders	20 min
Filtering Lists	70 min
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
Summarizing Data	50 min
4.1 Automatic Subtotals	15 min
4.2 Working with Subtotalled Lists	15 min
4.3 Using Functions to Summarize Data	20 min
Working with PivotTables	95 min
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

CHAPTER/SECTION	ESTIMATED TIME
Supplemental – Dynamic Array Formulas	75 min
6.1 Dynamic Array Formula Concepts	20 min
6.2 Creating Unique Dynamically Lists	20 min
6.3 Sorting Dynamic Arrays	15 min
6.4 Filtering Dynamic Arrays	20 min