ISG

Microsoft Excel 2016 – Level 2: 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 could be configured to connect to the Internet, although there are no exercises that require it.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **S162en_data.exe** for this course to install the class data to the **C:\S162en_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
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 a Outlines**.
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 **2.2 Linking Formulas**, in the exercise **Creating Linking Formulas**.
North, Central, South, Review 2	**.xlsx**	**Review Exercise 2**
Review 2 Linking	**.xlsx**	**Review Exercise 2**
Division Summary	**.xlsx**	Section **3.2 Working with Multiple Worksheets**, in the exercise **Working with Multiple Worksheets**.
Detail	**.xlsx**	Section **3.3 Consolidating Data**, in the exercise **Using the Consolidate Command**.
Div5	**.xlsx**	Section **3.3 Consolidating Data**, in the exercise **Using the Consolidate Command**.
Consolidation	**.xlsx**	Section **3.3 Consolidating Data**, in the exercise **Using the Consolidate Command**.
Review 3	**.xlsx**	**Review Exercise 3**
Review 3 Report Consolidation	**.xlsx**	**Review Exercise 3**
Divisions Detail	**.xlsx**	Section **4.1 Creating Charts**, in the exercise **Creating a Column and a Pie Chart**.
Money	**.bmp**	Section **4.3 Modifying Chart Elements**, in the exercise **Adding Graphics and Trendlines to a Column Chart**.
Review 4	**.xlsx**	**Review Exercise 4**
Ontarget	**.xlsx**	Section **5.1 Working with Styles**, in the exercise **Applying, Creating, Modifying and Copying Styles**.
Projections	**.xlsx**	Section **5.1 Working with Styles**, in the exercise **Applying, Creating, Modifying and Copying Styles**.
Review 5	**.xlsx**	**Review Exercise 5**

The **C:\S162en_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
Worksheet Organization	**90 min**
1.1 Managing Range Names	20 min
1.2 Creating and Using Workbook Templates	20 min
1.3 Applying Worksheet Security	20 min
1.4 Creating and Using Outlines	20 min
Review Exercise	10 min
Advanced Formulas	**70 min**
2.1 Using the IF Function	20 min
2.2 Linking Formulas	20 min
2.3 Modifying and Restoring Links	20 min
Review Exercise	10 min
Using Multiple Workbooks and Worksheets	**80 min**
3.1 Working with Multiple Workbooks	20 min
3.2 Working with Multiple Worksheets	25 min
3.3 Consolidating Data	20 min
Review Exercise	15 min
Working with Charts	**100 min**
4.1 Creating Charts	25 min
4.2 Changing Chart Data	20 min
4.3 Modifying Chart Elements	20 min
4.4 Creating Custom Charts	20 min
Review Exercise	15 min
Applying Formatting	**80 min**
5.1 Working with Styles	30 min
5.2 Annotating Worksheets	20 min
5.3 Using Sparklines	15 min
Review Exercise	10 min