

## **Microsoft Excel 2010 - Level 2: Instructor Setup Guide**

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## 1.1 General Hardware Requirements for Office Professional Plus 2010

### ■ Workstation

| <b>COMPONENT</b>        | <b>DESCRIPTION</b>  |
|-------------------------|---|
| <b>Operating system</b> | Windows XP with Service Pack (SP) 3 (32-bit operating system only) or Windows Vista with SP1, Windows 7, Windows Server 2003 R2 with MSXML 6.0, Windows Server 2008, or later 32 or 64 bit. |
| <b>Processor</b>        | 500 MHz processor; 1 GHz required for Outlook with Business Contact Manager   |
| <b>Disk space</b>       | 3.5 gigabyte (GB)   |
| <b>Memory</b>           | 256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, and other advanced functionality  |
| <b>Display</b>          | 1024x768 or higher resolution   |

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 7 Professional as the operating system. Other operating systems described above may be used; however, the screen captures within the course may not appear the same in terms of the user-interface. This should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2010. If desired, you may save disk space by installing only the more common applications, such as: Word, Excel, Outlook, PowerPoint, and Access.

The workstation does not require a connect to the Internet.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **S102en\_data.exe** for this course to install the class data to the **C:\S102en\_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.

| <b>DATA FILE</b>              | <b>FILE TYPE</b> | <b>USED IN</b>   |
|-------------------------------|------------------|--|
| <b>Naming</b>                 | .xlsx            | Section <b>1.1 Range Names</b> , in the exercise <b>Naming Cells</b> .                                   |
| <b>Outline</b>                | .xlsx            | Section <b>1.4 Outlining</b> , in the exercise <b>Creating and Using an Outline</b> .                    |
| <b>Salescom</b>               | .xlsx            | Section <b>2.1 Using the IF Function</b> , in the exercise <b>Using IF Functions</b> .                   |
| <b>Div1, Div2, Div3, Div4</b> | .xlsx            | Section <b>2.2 Linking Formulas</b> , in the exercise <b>Using the Direct Entry Mode</b> .               |
| <b>Divisions</b>              | .xlsx            | Section <b>2.2 Linking Formulas</b> , in the exercise <b>Using Paste Link</b> .                          |
| <b>Detail</b>                 | .txt             | Section <b>3.2 Setting Up Multiple Worksheets</b> , in the exercise <b>Importing a Text File</b> .       |
| <b>Budget Summary</b>         | .xlsx            | Section <b>3.4 Creating Links with Formulas</b> , in the exercise <b>Working with Linking Formulas</b> . |
| <b>Summary Backup</b>         | .xlsx            | Section <b>3.5 Modifying and Restoring Links</b> , in the exercise <b>Updating and Modifying Links</b> . |
| <b>Consolidation</b>          | .xlsx            | Section <b>3.6 Consolidating Data</b> , in the exercise <b>Consolidating Worksheets</b> .                |
| <b>Div5, Detail</b>           | .xlsx            | Section <b>3.6 Consolidating Data</b> , in the exercise <b>Using the Consolidate Command</b> .           |
| <b>Tour Package Sales</b>     | .xlsx            | Chapter 3 - Review Exercise  |
| <b>Divisions Detail</b>       | .xlsx            | Section <b>4.1 Creating Charts</b> , in the exercise <b>Creating a Column and a Pie Chart</b> .          |
| <b>Money</b>                  | .bmp             | Section <b>4.3 Modifying Chart Elements</b> , in the exercise <b>Adding Graphics to a Column Chart</b> . |
| <b>Ontarget</b>               | .xlsx            | Section <b>5.1 Creating Styles</b> , in the exercise <b>Applying Styles</b> .                            |
| <b>Projections</b>            | .xlsx            | Section <b>5.2 Working with Styles</b> , in the exercise <b>Modifying and Applying Styles</b> .          |
| <b>All Sales Offices</b>      | .xlsx            | Chapter 5 - Review Exercise  |

The **C:\S102en\_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.

| <b>CHAPTER/SECTION</b>                         | <b>ESTIMATED TIME</b> |
|--|-----------------------|
| <b>Worksheet Organization</b>                  | <b>80 min</b>         |
| 1.1 Range Names                                | 15 min                |
| 1.2 Workbook Templates                         | 20 min                |
| 1.3 Worksheet Security                         | 15 min                |
| 1.4 Outlining                                  | 20 min                |
| Review Exercise                                | 10 min                |
| <b>Advanced Formulas</b>                       | <b>40 min</b>         |
| 2.1 Using the IF Function                      | 15 min                |
| 2.2 Linking Formulas                           | 15 min                |
| Review Exercise                                | 10 min                |
| <b>Using Multiple Workbooks and Worksheets</b> | <b>125 min</b>        |
| 3.1 Working with Multiple Workbooks            | 15 min                |
| 3.2 Setting Up Multiple Worksheets             | 20 min                |
| 3.3 Using Multiple Worksheets                  | 20 min                |
| 3.4 Creating Links with Formulas               | 20 min                |
| 3.5 Modifying and Restoring Links              | 15 min                |
| 3.6 Consolidating Data                         | 20 min                |
| Review Exercise                                | 15 min                |
| <b>Working with Charts</b>                     | <b>80 min</b>         |
| 4.1 Creating Charts                            | 15 min                |
| 4.2 Changing Chart Data                        | 15 min                |
| 4.3 Modifying Chart Elements                   | 20 min                |
| 4.4 Creating Custom Charts                     | 20 min                |
| Review Exercise                                | 15 min                |
| <b>Applying Formatting</b>                     | <b>95 min</b>         |
| 5.1 Creating Styles                            | 20 min                |

| <b>CHAPTER/SECTION</b>           | <b>ESTIMATED TIME</b> |
|----------------------------------|-----------------------|
| 5.2 Working with Styles          | 20 min                |
| 5.3 Using Conditional Formatting | 15 min                |
| 5.4 Annotating Worksheets        | 15 min                |
| 5.5 Using Sparklines             | 15 min                |
| Review Exercise                  | 10 min                |