

# Microsoft Excel 2013 - Level 3 - Spreadsheet Analysis: Instructor Setup Guide

- General Hardware Requirements for Office Professional Plus 2013
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## 1.1 General Hardware Requirements for Office Professional Plus 2013

### ■ Workstation

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>Operating system</b>	Office 2013 32-bit products are supported on the following Windows operating systems: <ul style="list-style-type: none"> <li>• Windows Server 2008 R2 (64-bit)</li> <li>• Windows 7 (32-bit or 64-bit)</li> <li>• Windows Server 2012 (64-bit)</li> <li>• Windows 8 (32-bit or 64-bit)</li> </ul> Office 2013 64-bit products are only supported on the following Windows operating systems: <ul style="list-style-type: none"> <li>• Windows Server 2008 R2 (64-bit)</li> <li>• Windows 7 (64-bit)</li> <li>• Windows Server 2012 (64-bit)</li> <li>• Windows 8 (64-bit)</li> </ul>
<b>Processor</b>	1 gigahertz (GHz) or faster x86; or x64-bit processor with SSE2 instruction set
<b>Disk space</b>	3.0 gigabyte (GB)
<b>Memory</b>	1 gigabyte (GB) RAM (32-bit); 2 gigabytes (GB) RAM (64-bit)
<b>Display</b>	Graphics hardware acceleration requires a DirectX10 graphics card and a 1024 x 576 or higher resolution monitor

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 8 Professional 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 2013. If desired, you may save disk space by installing only the more common applications.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **S153Sen\_data.exe** for this course to install the class data to the **C:\S153Sen\_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>NEWPROD</b>	<b>.xlsx</b>	Section <b>1.2 Absolute and Mixed References</b> , in the exercise <b>Using Absolute and Mixed References</b>
<b>FUNFUNCS</b>	<b>.xlsx</b>	Section <b>1.3 Financial Functions</b> , in the exercise <b>Using the PMT Function</b>
<b>NEWPROD2</b>	<b>.xlsx</b>	Section <b>2.1 Goal Seek</b> , in the exercise <b>Using Goal Seek</b>
<b>HOUSEMAX</b>	<b>.xlsx</b>	Section <b>2.2 Data Tables</b> , in the exercise <b>Using Data Tables</b>
<b>SCENARIO</b>	<b>.xlsx</b>	Section <b>3.2 Creating Scenarios</b> , in the exercise <b>Creating Scenarios</b>
<b>NEWPROD4</b>	<b>.xlsx</b>	Section <b>4.3 Solving the Problem</b> , in the exercise <b>Using Solver to Optimize Profit</b>
<b>NEWPROD5</b>	<b>.xlsx</b>	Section <b>5.2 Tracing a Worksheet</b> , in the exercise <b>Tracing a Worksheet</b>
<b>HOUSEMAX5</b>	<b>.xlsx</b>	Section <b>5.3 Evaluating Formulas</b> , in the exercise <b>Evaluating Formulas</b>
<b>SALES</b>	<b>.xlsx</b>	Section <b>5.5 Tracking Cells in a Workbook</b> , in the exercise <b>Using the Watch Window</b>

The **C:\S153Sen\_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>Using Functions</b>	<b>70 min</b>
1.1 Function Concepts	20 min
1.2 Absolute and Mixed References	25 min
1.3 Financial Functions	25 min
<b>Projecting Figures</b>	<b>50 min</b>
2.1 Goal Seek	25 min
2.2 Data Tables	25 min
<b>What-If Scenarios</b>	<b>90 min</b>
3.1 Scenario Concepts	20 min
3.2 Creating Scenarios	30 min
3.3 Managing Scenarios	20 min
3.4 Scenario Reports	20 min
<b>Using Solver</b>	<b>115 min</b>
4.1 Solver Concepts	20 min
4.2 Defining the Problem	25 min
4.3 Solving the Problem	25 min
4.4 Solver Reports	25 min
4.5 Solver Options	20 min
<b>Auditing Workbooks</b>	<b>95 min</b>
5.1 Auditing Concepts	15 min
5.2 Tracing a Worksheet	20 min
5.3 Evaluating Formulas	20 min
5.4 Locating and Correcting Errors in Formulas	20 min
5.5 Tracking Cells in a Workbook	20 min

