Microsoft Excel 2016 – Level 1: 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 should be configured to connect to the Internet to accommodate the exercise in section **1.2 Getting Started** pertaining to **Using the Help System**.

The workstation should be configured with a printer driver.

1.3   Classroom Data

Run the class data archive **S161en_data.exe** for this course to install the class data to the **C:\S161en_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
Budget	**.xlsx**	Section **1.4 Opening and Closing Workbooks**, in the exercise **Opening a Workbook**
Income_2	**.xlsx**	Section **2.1 Working with Columns and Rows**, in the exercise **Adjusting Column Width and Row Height**
Review_2	**.xlsx**	Chapter 2 **Review Exercise**
Income_3	**.xlsx**	Section **3.1 Creating and Using Formulas**, in the exercise **Creating Formulas**
Review_3	**.xlsx**	Chapter 3 **Review Exercise**
Income_4	**.xlsx**	Section **4.1 Formatting Worksheets**, in the exercise **Formatting Worksheets**
Review_4	**.xlsx**	Chapter 4 **Review Exercise**
Review_5	**.xlsx**	Chapter 5 **Review Exercise**

The **C:\S161en_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
Getting Started with Excel 2016	**85 min**
1.1 Understanding Spreadsheet Concepts	15 min
1.2 Getting Started	15 min
1.3 Creating and Saving Workbooks	20 min
1.4 Opening and Closing Workbooks	20 min
Review Exercise	15 min
Modifying Worksheets	**75 min**
2.1 Working with Columns and Rows	25 min
2.2 Working with Cell Contents	25 min
Review Exercise	25 min
Using Formulas and Functions	**105 min**
3.1 Creating and Using Formulas	20 min
3.2 Creating and Using Functions	25 min
3.3 Using Absolute Cell References	20 min
3.4 Inserting Functions	20 min
Review Exercise	20 min
Formatting and Viewing Worksheets	**85 min**
4.1 Formatting Worksheets	30 min
4.2 Viewing Worksheets	30 min
Review Exercise	25 min
Printing Workbooks	**70 min**
5.1 Using Workbook Views	20 min
5.2 Changing the Page Setup	20 min
5.3 Previewing and Printing Workbooks	15 min
Review Exercise	15 min