

# **Microsoft Excel 2016 – Level 3 – Data Management: Instructor Setup Guide**

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## 1.1 General Hardware Requirements for Office Professional Plus 2016

### ■ Workstation

| <b>COMPONENT</b>        | <b>DESCRIPTION</b>  |
|-------------------------|---|
| <b>Operating system</b> | 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 |
| <b>Processor</b>        | 1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set  |
| <b>Disk space</b>       | 3.0 gigabytes (GB)  |
| <b>Memory</b>           | 2.0 gigabytes (GB) RAM  |
| <b>Display</b>          | 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 **6.3 Importing Query Data from Web Pages** pertaining to **Creating a New Web Query**.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **S163Den\_data.exe** for this course to install the class data to the **C:\S163Den\_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>Table-CO</b>  | <b>.xlsx</b>     | Section <b>1.1 Data List and Excel Table Concepts</b> , in the exercise <b>Working with a Table</b>                                  |
| <b>IF-CO</b>     | <b>.xlsx</b>     | Section <b>1.2 Using Data Forms</b> , in the exercise <b>Using a Form to Maintain a List</b>   |
| <b>IF-CO_2</b>   | <b>.xlsx</b>     | Section <b>2.2 Sorting Lists</b> , in the exercise <b>Sorting Lists</b>  |
| <b>IF-CO_3</b>   | <b>.xlsx</b>     | Section <b>3.2 Using AutoFilter</b> , in the exercise <b>Using AutoFilter with Simple and Custom Criteria</b>                        |
| <b>Fullmoon</b>  | <b>.xlsx</b>     | Section <b>3.4 Working with Filtered Data</b> , in the exercise <b>Using Advanced Filter to Query by Example</b>                     |
| <b>IF-CO_4</b>   | <b>.xlsx</b>     | Section <b>4.2 Working with Subtotalled Lists</b> , in the exercise <b>Creating Subtotals for a Data List</b>                        |
| <b>Travel</b>    | <b>.xlsx</b>     | Section <b>4.3 Using Functions to Summarize Data</b> , in the exercise <b>Working with Dfunctions</b>                                |
| <b>IF-CO_5</b>   | <b>.xlsx</b>     | Section <b>5.2 Creating PivotTables</b> , in the exercise <b>Creating and Modifying a PivotTable</b>                                 |
| <b>Orders</b>    | <b>.xlsx</b>     | Section <b>6.2 Importing Query Data from Access</b> , in the exercise <b>Retrieving Data into Excel from an External Data Source</b> |
| <b>New Tours</b> | <b>.csv</b>      | Section <b>6.4 Importing Query Data from Text Files</b> , in the exercise <b>Retrieving Text Files to Create Data Lists</b>          |
| <b>New Tours</b> | <b>.prn</b>      | Section <b>6.4 Importing Query Data from Text Files</b> , in the exercise <b>Retrieving Text Files to Create Data Lists</b>          |

The **C:\S163Den\_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>Maintaining Data</b>                | <b>70 min</b>         |
| 1.1 Data List and Excel Table Concepts | 30 min                |
| 1.2 Using Data Forms                   | 20 min                |
| 1.3 Using Lookup Tables                | 20 min                |
| <b>Sorting Lists</b>                   | <b>60 min</b>         |
| 2.1 Sorting Concepts                   | 20 min                |
| 2.2 Sorting Lists                      | 20 min                |
| 2.3 Custom Sort Orders                 | 20 min                |
| <b>Filtering Lists</b>                 | <b>70 min</b>         |
| 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                |
| <b>Summarizing Data</b>                | <b>50 min</b>         |
| 4.1 Automatic Subtotals                | 15 min                |
| 4.2 Working with Subtotalled Lists     | 15 min                |
| 4.3 Using Functions to Summarize Data  | 20 min                |
| <b>Working with PivotTables</b>        | <b>95 min</b>         |
| 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                |

|  |               |
|--|---------------|
| <b>Working with External Data</b>        | <b>75 min</b> |
| 6.1 External Data Concepts               | 15 min        |
| 6.2 Importing Query Data from Access     | 20 min        |
| 6.3 Importing Query Data from Web Pages  | 20 min        |
| 6.4 Importing Query Data from Text Files | 20 min        |