

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

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 **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.

DATA FILE	FILE TYPE	USED IN
Table-CO	.xlsx	Section 1.1 Data List and Excel Table Concepts , in the exercise Working with a Table
IF-CO	.xlsx	Section 1.2 Using Data Forms , in the exercise Using a Form to Maintain a List
IF-CO_2	.xlsx	Section 2.2 Sorting Lists , in the exercise Sorting Lists
IF-CO_3	.xlsx	Section 3.2 Using AutoFilter , in the exercise Using AutoFilter with Simple and Custom Criteria
Fullmoon	.xlsx	Section 3.4 Working with Filtered Data , in the exercise Using Advanced Filter to Query by Example
IF-CO_4	.xlsx	Section 4.2 Working with Subtotalled Lists , in the exercise Creating Subtotals for a Data List
Travel	.xlsx	Section 4.3 Using Functions to Summarize Data , in the exercise Working with Dfunctions
IF-CO_5	.xlsx	Section 5.2 Creating PivotTables , in the exercise Creating and Modifying a PivotTable
Orders	.xlsx	Section 6.2 Importing Query Data from Access , in the exercise Retrieving Data into Excel from an External Data Source
New Tours	.csv	Section 6.4 Importing Query Data from Text Files , in the exercise Retrieving Text Files to Create Data Lists
New Tours	.prn	Section 6.4 Importing Query Data from Text Files , in the exercise Retrieving Text Files to Create Data Lists

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.

CHAPTER/SECTION	ESTIMATED TIME
Maintaining Data	70 min
1.1 Data List and Excel Table Concepts	30 min
1.2 Using Data Forms	20 min
1.3 Using Lookup Tables	20 min
Sorting Lists	60 min
2.1 Sorting Concepts	20 min
2.2 Sorting Lists	20 min
2.3 Custom Sort Orders	20 min
Filtering Lists	70 min
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
Summarizing Data	50 min
4.1 Automatic Subtotals	15 min
4.2 Working with Subtotalled Lists	15 min
4.3 Using Functions to Summarize Data	20 min
Working with PivotTables	95 min
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

Working with External Data	75 min
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