

Microsoft Excel 2019 – Level 1: Instructor Setup Guide

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1.1 General Hardware Requirements for Office Professional Plus 2019

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Windows 10, Windows Server 2019
Processor	1.6 GHz or faster, 2-core processor. 2.0 GHz or greater recommended for Skype for Business.
Disk space	4.0 GB of available disk space
Memory	4 GB RAM; 2 GB RAM (32-bit)
Display and Graphics Hardware	1280 x 768 screen resolution. Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update). Professional Plus: Skype for Business requires DirectX 9 or later, 128 MB graphics memory, and 32 bits per pixel capable format.

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 10 Enterprise (version 1803) as the operating system, and a default installation of Office Professional Plus 2019. Other operating systems described above may be used and should not impact the flow of the course.

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 **S191en_data.exe** for this course to install the class data to the **C:\S191en_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:\S191en_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 2019	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

