

Skills inventory

Use the following form to gauge students' skill levels entering the class (students have copies in the introductions of their student manuals). For each skill listed, have students rate their familiarity from 1 to 5, with five being the most familiar. Emphasize that this is not a test. Rather, it is intended to provide students with an idea of where they're starting from at the beginning of class. If a student is wholly unfamiliar with all the skills, he or she might not be ready for the class. A student who seems to understand all of the skills, on the other hand, might need to move on to the next course in the series.

Skill	1	2	3	4	5
Using logical functions (IF, OR, AND, and NOT)					
Using a formula to apply conditional formatting					
Using math and statistical functions (SUMIF, COUNTIF, AVERAGEIF, SUMIFS, COUNTIFS, AVERAGEIFS, and ROUND)					
Using the PMT function					
Using date functions (YEAR, DAYS360, and NETWORKDAYS)					
Calculating time					
Creating array formulas					
Using the VLOOKUP, MATCH, and INDEX functions					
Using data tables to project values					
Validating data					
Using database functions					
Importing and exporting text files					
Importing and exporting XML data					
Using Microsoft Query and Web query					
Using Goal Seek and Solver					
Using the Analysis ToolPak					
Creating scenarios					
Running and recording macros					
Assigning macros to command buttons					
Editing VBA modules					
Creating custom functions					

Topic C: Classroom setup

All our courses assume that each student has a personal computer to use during the class. Our hands-on approach to learning requires that they do. This topic gives information on how to set up the classroom to teach this course.

Hardware requirements

Each student's personal computer should have:

- 1 GHz or faster 32- or 64-bit processor
- At least 1 GB of RAM
- At least 2 GB hard-disk space after operating system install
- Video adapter card compatible with DirectX 9 or newer, with at least 64 MB video memory
- A keyboard and a mouse
- SVGA monitor at 1024 × 768 or higher resolution
- Printer (useful but not required)
- DVD drive if you'll be installing via disc

Software requirements

You will need the following software:

- Windows 7 Professional or Ultimate
- Microsoft Office 2010
- A printer driver (An actual printer is not required, but students will not be able to get an exact preview in Print Preview without a printer driver installed.)

Network requirements

The following network components and connectivity are also required for this course:

- Internet access, for the following purposes:
 - Updating the Windows operating system and Microsoft Office 2010
 - Downloading the Student Data files from www.axzopress.com (if necessary)
 - Accessing the sample OLAP database in Activity C-3 of the unit titled "Exporting and importing."