

Microsoft®
Word 2010

ISG

Microsoft Office 2003 to 2010 - Migration Lab Guide: Instructor Setup Guide

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1.1 General Hardware Requirements

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Windows XP with Service Pack (SP) 3 (32-bit operating system only) or Windows Vista with SP1, Windows 7, Windows Server 2003 R2 with MSXML 6.0, Windows Server 2008, or later 32 or 64 bit.
Processor	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
Disk space	3.5 gigabyte (GB)
Memory	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, and other advanced functionality
Display	1024x768 or higher resolution

■ Server

COMPONENT	DESCRIPTION
Operating system and server software	Windows Server 2008, Exchange Server 2010, SharePoint Server 2010
Processor	Minimum: 1GHz (x86 processor) or 1.4GHz (x64 processor) Recommended: 2GHz or faster
Disk space	Minimum: 10GB. Recommended: 40GB or greater
Memory	Minimum: 512MB RAM Recommended: 4GB RAM or greater to run all server software listed
Display	800x600 or higher resolution

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 7 Professional as the operating system. Other operating systems described above may be used; however, the screen captures within the course may not appear the same in terms of the user-interface. This should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2010. If desired, you may save disk space by installing only the more common applications, such as: Word, Excel, Outlook, PowerPoint, and Access.

The workstation should be configured with a printer driver to accommodate **Lab Exercise 1E: Printing Office Documents**.

The workstation should be configured to connect to the Internet to accommodate **Lab Exercise 1I: Getting Help**.

■ Servers

This course was created using a dedicated server running Windows Server 2008 with an active directory. Exchange 2010, and SharePoint Server 2010 were also installed as member servers, although the SharePoint system is not referenced during this class.

To accommodate a classroom setting, setup generic user accounts, for example, User01 to User10. An “Instructor” account is also required to accommodate **Lab Exercise 6F: Creating Calendar Groups**, and **Lab Exercise 6G: Using Schedule View and Quick View**.

1.3 Classroom Data

Run the class data archive **B104AMMen_data.exe** for this course to install the class data to the **C:\B104AMMen_data** folder and its subfolders. 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
Global 2010	.docx	Lab Exercise 1A: Exploring the Microsoft Office 2010 Interface
Global Chart	.docx	Lab Exercise 1B: Understanding Backstage View
Marketing Memo	.docx	Lab Exercise 1C: Exploring Recent Office Documents
Global Chart 2010 2	.docx	Lab Exercise 2A: Exploring File Management Features
MB Signature	.tif	
New Business Prospects	.docx	
GH Fact Sheet	.docx	Lab Exercise 2C: Pasting Data with Live Preview
Marketing Memo SmartArt2	.docx	Lab Exercise 2E: Using Quick Styles and Style Galleries
Marketing Memo SmartArt	.docx	Lab Exercise 2F: Inserting SmartArt Graphics
great wall	.tif	
red square	.jpg	
worldmap	.gif	
antarctica	.jpg	
Internal Memo	.docx	Lab Exercise 2H: Using Capture and Picture Editing Tools
Global Fact Sheet	.docx	Lab Exercise 2I: Using the Mini Translator
Co-Authoring	.docx	Lab Exercise 2J: Co-Authoring Office Documents
Marketing Memo	.rtf	Lab Exercise 2K: Exploring Protected View
Marketing Memo2	.rtf	
Word\Marketing Memo	.docx	Lab Exercise 3A: Counting Words Using the Status Bar
Word\Global 2010	.docx	Lab Exercise 3B: Exploring the Full Screen Reading View
Word\AGM 2010 Report	.docx	Lab Exercise 3C: Using Building Blocks
Word\OpenType Feature samples	.docx	Lab Exercise 3F: Exploring OpenType Support
Word\Global Fact Sheet	.docx	Lab Exercise 3G: Adding Alternative Text to Tables

DATA FILE	FILE TYPE	USED IN
Word\AGM 2010 Report V2	.docx	Lab Exercise 3H: Managing Documents Using the Navigation Pane
Word\Marketing Memo Comparison	.docx	Lab Exercise 3I: Using Improved Document Comparison
Excel\Budget3	.xlsx	Lab Exercise 4C: Exploring the Page Layout View
Excel\Sales Calls2	.xlsx	Lab Exercise 4D: Applying Sparklines
Excel\Table	.xlsx	Lab Exercise 4E: Using Improved Sorting and AutoFiltering
Excel\Budget5	.xlsx	Lab Exercise 4F: Using Formula AutoComplete
Excel\Budget4	.xlsx	Lab Exercise 4G: Using the Name Manager
Excel\Table2	.xlsx	Lab Exercise 4I: Using Structured References in Table Formulas
Excel\PivotTable2	.xlsx	Lab Exercise 4K: Using Slicers with PivotTables
PowerPoint\AGM 2010	.pptx	Lab Exercise 5A: Exploring the Reading View
PowerPoint\Join the Green Team	.pptx	Lab Exercise 5B: Adding and Managing Sections
PowerPoint\Wildlife Tour 2010	.pptx	Lab Exercise 5C: Adding Bookmarks to Audio and Video Clips
PowerPoint\Wildlife Tour 2010 Animation	.pptx	Lab Exercise 5D: Using the Animation Painter
PowerPoint\Version One	.pptx	Lab Exercise 5F: Comparing and Merging Presentations
PowerPoint\Version Two	.pptx	
PowerPoint\Table One	.docx	
Outlook\Marketing Memo Outlook\Tours	.docx	Lab Exercise 6A: Using Improved Mail Features
Outlook\Travel Image	.png	Lab Exercise 6H: Exploring Electronic Business Cards
Supplemental\Budget3 Supplemental\Tours 2010	.xlsx	Lab Exercise A: Working with Workbook and Presentation Views
Supplemental\Budget 2010 Summary	.xlsx	Lab Exercise E: Co-Authoring Using Excel

The C:\B104AMMen_data folder and its subfolders may be deleted after the class.

1.4 Courseware Timing

The following table lists an estimated amount of time to be allocated per Lab Exercise, based on a 14-hour training session (2-days). 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 Lab Exercise.

CHAPTER/LAB EXERCISE	ESTIMATED TIME
Microsoft Office 2010 - Fluent User Interface and Backstage View Functionality	100 min
Lab Exercise 1A: Exploring the Microsoft Office 2010 Interface	15 min
Lab Exercise 1B: Understanding Backstage View	15 min
Lab Exercise 1C: Exploring Recent Office Documents	10 min
Lab Exercise 1D: Creating New Office Documents	10 min
Lab Exercise 1E: Printing Office Documents	10 min
Lab Exercise 1F: Managing Language Preferences	10 min
Lab Exercise 1G: Working with Zoom Levels	10 min
Lab Exercise 1H: Working with Office Document Views	10 min
Lab Exercise 1I: Getting Help	10 min
Microsoft Office 2010 - Shared Functionality	155 min
Lab Exercise 2A: Exploring File Management Features	20 min
Lab Exercise 2B: Understanding Live Preview	10 min
Lab Exercise 2C: Pasting Data with Live Preview	15 min
Lab Exercise 2D: Applying and Creating Custom Themes	15 min
Lab Exercise 2E: Using Quick Styles and Style Galleries	15 min
Lab Exercise 2F: Inserting SmartArt Graphics	10 min
Lab Exercise 2G: Creating Charts	15 min
Lab Exercise 2H: Using Capture and Picture Editing Tools	15 min
Lab Exercise 2I: Using the Mini Translator	10 min
Lab Exercise 2J: Co-Authoring Office Documents	15 min
Lab Exercise 2K: Exploring Protected View	15 min
Microsoft Word 2010	120 min
Lab Exercise 3A: Counting Words Using the Status Bar	5 min
Lab Exercise 3B: Exploring the Full Screen Reading View	10 min
Lab Exercise 3C: Using Building Blocks	15 min

CHAPTER/LAB EXERCISE	ESTIMATED TIME
Lab Exercise 3D: Applying New Numbering Formats	15 min
Lab Exercise 3E: Applying Text Effects	15 min
Lab Exercise 3F: Exploring OpenType Support	15 min
Lab Exercise 3G: Adding Alternative Text to Tables	15 min
Lab Exercise 3H: Managing Documents Using the Navigation Pane	15 min
Lab Exercise 3I: Using Improved Document Comparison	15 min
Microsoft Excel 2010	135 min
Lab Exercise 4A: Increased Grid Size and Workbook Capacity	5 min
Lab Exercise 4B: Resizing the Name Box and the Formula Bar	5 min
Lab Exercise 4C: Exploring the Page Layout View	10 min
Lab Exercise 4D: Applying Sparklines	15 min
Lab Exercise 4E: Using Improved Sorting and AutoFiltering	15 min
Lab Exercise 4F: Using Formula AutoComplete	15 min
Lab Exercise 4G: Using the Name Manager	15 min
Lab Exercise 4H: Creating Excel Tables	10 min
Lab Exercise 4I: Using Structured References in Table Formulas	15 min
Lab Exercise 4J: Using Improved Pivot Tables	15 min
Lab Exercise 4K: Using Slicers with PivotTables	15 min
Microsoft PowerPoint 2010	50 min
Lab Exercise 5A: Exploring the Reading View	10 min
Lab Exercise 5B: Adding and Managing Sections	10 min
Lab Exercise 5C: Adding Bookmarks to Audio and Video Clips	15 min
Lab Exercise 5D: Using the Animation Painter	10 min
Lab Exercise 5E: Trimming Video Clips	20 min
Lab Exercise 5F: Comparing and Merging Presentations	15 min
Lab Exercise 5G: Using a Laser Pointer	5 min
Microsoft Outlook 2010	245 min
Lab Exercise 6A: Using Improved Mail Features	20 min
Lab Exercise 6B: Exploring the Work Week View and the Week View	10 min
Lab Exercise 6C: Sharing Calendar Snapshots	15 min
Lab Exercise 6D: Using the Calendar Overlays	15 min

CHAPTER/LAB EXERCISE	ESTIMATED TIME
Lab Exercise 6E: Using Meeting Suggestions	15 min
Lab Exercise 6F: Creating Calendar Groups	15 min
Lab Exercise 6G: Using Schedule View and Quick View	20 min
Lab Exercise 6H: Exploring Electronic Business Cards	20 min
Lab Exercise 6I: Using Instant Search	20 min
Lab Exercise 6J: Using Color Categories	15 min
Lab Exercise 6K: Exploring Improved Follow-up Flags and Task Integration	15 min
Lab Exercise 6L: Using the Conversation View	15 min
Lab Exercise 6M: Ignoring and Cleaning Up Conversations	15 min
Lab Exercise 6N: Exploring Quick Steps	20 min
Lab Exercise 6O: Using Meeting Reply	15 min