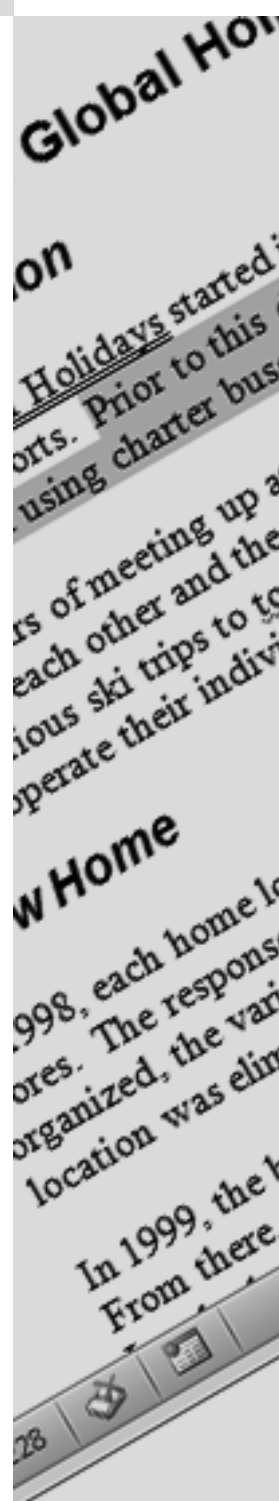


## **Microsoft Office 2010 - User Interface: Instructor Setup Guide**

- **General Hardware Requirements**
- **Software Setup Notes**
- **Classroom Data**
- **Courseware Timing**





## 1.1 General Hardware Requirements

### ■ Workstation

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>Operating system</b>	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.
<b>Processor</b>	500 MHz processor; 1 GHz required for Outlook with Business Contact Manager
<b>Disk space</b>	3.5 gigabyte (GB)
<b>Memory</b>	256 MB RAM; 512 MB recommended for graphics features, Outlook Instant Search, and other advanced functionality
<b>Display</b>	1024x768 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 the exercise: **Use the Print Tab to Preview and Print Office Documents.**

The workstation should be configured to connect to the Internet to accommodate the exercise: **Use the Help Tab to Get Help.**

## 1.3 Classroom Data

Run the class data archive **B109en\_data.exe** for this course to install the class data to the **C:\B109en\_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>Global 2010</b>	<b>.docx</b>	<b>Exploring and Customizing the Microsoft Office 2010 User Interface</b>
<b>Global Chart</b>	<b>.docx</b>	<b>Exploring Microsoft Office 2010 Backstage View</b>
<b>Marketing Memo</b>	<b>.docx</b>	<b>Exploring Microsoft Office 2010 Backstage View</b>

The **C:\B109en\_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 four-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/EXERCISE</b>	<b>ESTIMATED TIME</b>
<b>Microsoft Office 2010 User Interface</b>	<b>105 min</b>
1.1 Microsoft Office 2010 User Interface Overview	15 min
1.2 Exploring the Quick Access Toolbar	10 min
1.3 Exploring the Ribbon	15 min
1.4 Exploring Galleries and Live Preview	10 min
1.5 Exploring the Mini Toolbar	10 min
1.6 Exploring the Status Bar	10 min
Exercise – Exploring and Customizing the Microsoft Office 2010 User Interface	35 min
<b>Microsoft Office 2010 Backstage View</b>	<b>135 min</b>
2.1 Exploring Backstage View	15 min
2.2 Using the Info Tab	15 min
2.3 Using the Recent Tab	15 min
2.4 Using the New Tab	10 min
2.5 Using the Print Tab	10 min
2.6 Using the Save & Send Tab	10 min
2.7 Using the Help Tab	10 min
2.8 Exploring Application Options	10 min
Exercise – Exploring Microsoft Office 2010 Backstage View	40 min