

Microsoft Publisher 2010 - Level 1: Instructor Setup Guide

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1.1 General Hardware Requirements for Office Professional Plus 2010

■ 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

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, Access, and Publisher.

The workstation does not need to be configured to connect to the Internet.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **G101en_data.exe** for this course to install the class data to the **C:\G101en_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
Newsletter	.pub	Section 1.5 Viewing Publications , in the exercise Viewing a Publication and Customizing Publisher
Formatting	.pub	Section 3.7 Tabs , in the exercise Adding and Formatting Text
Newsrelease	.txt	Section 3.7 Tabs , in the exercise Inserting Text From a File and Formatting the Text
Text Boxes	.pub	Section 3.9 Text Box Properties , in the exercise Connecting Text Boxes
Objects	.pub	Section 4.2 Formatting Objects , in the exercise Add Borders and Fills to Objects
wwraft	.gif	Section 4.3 Working with Pictures , in the exercise Adding, Organizing, and Editing Pictures
Check Design	.pub	Section 5.1 Checking Publications for Problems , in the exercise Using the Design Checker

The **C:\G101en_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
The Basics	90 min
1.1 Publisher Concepts	15 min
1.2 Getting Started	15 min
1.3 Creating and Saving Publications	20 min
1.4 Opening and Closing Publications	20 min
1.5 Viewing Publications	20 min
Page Layout	95 min
2.1 Layout Concepts	20 min
2.2 Margins and Guides	25 min
2.3 Creating and Managing Objects	25 min
2.4 Arranging Objects	25 min
Text Boxes	175 min
3.1 Adding Text to Text Boxes	15 min
3.2 Text Editing Basics	20 min
3.3 Character Formatting	20 min
3.4 Paragraph Alignment	20 min
3.5 Paragraph Formatting	20 min
3.6 Indentations and Lists	20 min
3.7 Tabs	25 min
3.8 Connecting and Navigating Between Text Boxes	15 min
3.9 Text Box Properties	20 min
Working with Objects	75 min
4.1 Layering Objects	25 min
4.2 Formatting Objects	25 min
4.3 Working with Pictures	25 min

CHAPTER/SECTION	ESTIMATED TIME
Supplementary Topics	45 min
5.1 Checking Publications for Problems	25 min
5.2 Pack and Go	20 min