

Microsoft Publisher 2013 - Level 1: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2013**
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1.1 General Hardware Requirements for Office Professional Plus 2013

■ Workstation

<i>COMPONENT</i>	<i>DESCRIPTION</i>
Operating system	Office 2013 32-bit products are supported on the following Windows operating systems: <ul style="list-style-type: none"> • Windows Server 2008 R2 (64-bit) • Windows 7 (32-bit or 64-bit) • Windows Server 2012 (64-bit) • Windows 8 (32-bit or 64-bit) Office 2013 64-bit products are only supported on the following Windows operating systems: <ul style="list-style-type: none"> • Windows Server 2008 R2 (64-bit) • Windows 7 (64-bit) • Windows Server 2012 (64-bit) • Windows 8 (64-bit)
Processor	1 gigahertz (GHz) or faster x86; or x64-bit processor with SSE2 instruction set
Disk space	3.0 gigabyte (GB)
Memory	1 gigabyte (GB) RAM (32-bit); 2 gigabytes (GB) RAM (64-bit)
Display	Graphics hardware acceleration requires a DirectX10 graphics card and a 1024 x 576 or higher resolution monitor

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 8 Professional as the operating system. Other operating systems described above may be used and should not impact the flow of the course.

This course was created with a complete installation of Office Professional Plus 2013. If desired, you may save disk space by installing only the more common applications.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **4.3 Working with Pictures** pertaining to **Adding, Organizing, and Editing Pictures**.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **G151en_data.exe** for this course to install the class data to the **C:\G151en_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
Newsletter1	.pub	Section 1.4 Opening and Closing Publications , in the exercise Opening an Existing Publication
Newsletter3	.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
Newsletter3b	.pub	Section 3.8 Connecting and Navigating Between Text Boxes , in the exercise Connecting Text Boxes
Newsletter4	.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
Newsletter5	.pub	Section 5.1 Checking Publications for Problems , in the exercise Using the Design Checker

The **C:\G151en_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 Publisher 2013	75 min
1.1 Understanding Publisher 2013 Concepts	15 min
1.2 Getting Started	15 min
1.3 Creating and Saving Publications	15 min
1.4 Opening and Closing Publications	15 min
1.5 Viewing Publications	15 min
Page Layout	75 min
2.1 Layout Concepts	15 min
2.2 Margins and Guides	20 min
2.3 Creating and Managing Objects	20 min
2.4 Arranging Objects	20 min
Text Boxes	170 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	20 min
3.8 Connecting and Navigating Between Text Boxes	15 min
3.9 Text Box Properties	20 min
Working with Objects	60 min
4.1 Layering Objects	20 min
4.2 Formatting Objects	20 min
4.3 Working with Pictures	20 min

Supplementary Topics	40 min
5.1 Checking Publications for Problems	20 min
5.2 Pack and Go	20 min