ISG

# Microsoft Publisher 2019 – Level 1: Instructor Setup Guide

- General Hardware Requirements for Office Professional Plus 2019
- Software Setup Notes
- Classroom Data
- Courseware Timing

## 1.1 General Hardware Requirements for Office Professional Plus 2019

### ■ Workstation

| COMPONENT | DESCRIPTION |
|---|---|
| **Operating system** | Windows 10, Windows Server 2019 |
| **Processor** | 1.6 GHz or faster, 2-core processor. 2.0 GHz or greater recommended for Skype for Business. |
| **Disk space** | 4.0 GB of available disk space |
| **Memory** | 4 GB RAM; 2 GB RAM (32-bit) |
| **Display and Graphics Hardware** | 1280 x 768 screen resolution.<br>Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update).<br>Professional Plus: Skype for Business requires DirectX 9 or later, 128 MB graphics memory, and 32 bits per pixel capable format. |

## 1.2 Software Setup Notes

### ■ Workstation

This course was created using Windows 10 Enterprise (version 1803) as the operating system, and a default installation of Office Professional Plus 2019. Other operating systems described above may be used and should not impact the flow of the course.

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.

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## 1.3 Classroom Data

Run the class data archive **G191en_data.exe** for this course to install the class data to the **C:\G191en_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 **3.9 Text Box Properties**, 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:\G191en_data** folder may be deleted after the class.

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## 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** | **75 min** |
| 1.1 Understanding Publisher 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 |

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

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