

## **Microsoft Word 2010 - Level 1: Instructor Setup Guide**

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## 1.1 General Hardware Requirements for Office Professional Plus 2010

### ■ 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 to connect to the Internet to accommodate the exercise in section **1.2 Getting Started** pertaining to **Using Word Help**.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **W101en\_data.exe** for this course to install the class data to the **C:\W101en\_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_1</b>	<b>.docx</b>	Section <b>1.2 Getting Started</b> , in the exercise <b>Opening a Document</b>
<b>Global_2</b>	<b>.docx</b>	Section <b>2.1 Editing Documents</b> , in the exercise <b>Moving in a Document</b>
<b>Notice_2</b>	<b>.docx</b>	Chapter 2 <b>Review Exercise</b>
<b>Global_3</b>	<b>.docx</b>	Section <b>3.1 Aligning Text</b> , in the exercise <b>Aligning Text</b>
<b>Notice_3</b>	<b>.docx</b>	Chapter 3 <b>Review Exercise</b>
<b>Global_4</b>	<b>.docx</b>	Section <b>4.1 Formatting Text</b> , in the exercise <b>Changing Fonts and Font Sizes</b>
<b>Notice_4</b>	<b>.docx</b>	Chapter 4 <b>Review Exercise</b>
<b>Global_5</b>	<b>.docx</b>	Section <b>5.1 Using Tabs</b> , in the exercise <b>Using Default Tab Stops</b>
<b>Notice_5</b>	<b>.docx</b>	Chapter 5 <b>Review Exercise</b>
<b>Global_6</b>	<b>.docx</b>	Section <b>6.1 Changing Margins</b> , in the exercise <b>Changing Page Margins</b>
<b>Notice_6</b>	<b>.docx</b>	Chapter 6 <b>Review Exercise</b>
<b>Global_7</b>	<b>.docx</b>	Section <b>7.1 Checking Spelling in a Document</b> , in the exercise <b>Checking Spelling and Grammar in a Document</b>
<b>Notice_7</b>	<b>.docx</b>	Chapter 7 <b>Review Exercise</b>

The **C:\W101en\_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.

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Getting Started with Word 2010</b>	<b>50 min</b>
1.1 Understanding Word Processing Concepts	10 min
1.2 Getting Started	10 min
1.3 Creating and Saving Documents	10 min
1.4 Opening Documents	10 min
Review Exercise	10 min
<b>Using Word 2010 Basics</b>	<b>40 min</b>
2.1 Editing Documents	15 min
2.2 Printing and Viewing Documents	15 min
Review Exercise	10 min
<b>Managing Text</b>	<b>50 min</b>
3.1 Aligning Text	15 min
3.2 Moving, Copying, and Replacing Text	25 min
Review Exercise	10 min
<b>Modifying and Enhancing Text Appearance</b>	<b>60 min</b>
4.1 Formatting Text	15 min
4.2 Special Purpose Text	15 min
4.3 Quick Styles and Quick Style Sets	20 min
Review Exercise	10 min
<b>Modifying and Enhancing Paragraph Appearance</b>	<b>75 min</b>
5.1 Using Tabs	15 min
5.2 Changing Tab Settings	10 min
5.3 Changing Indents	10 min
5.4 Applying Bullets and Numbers	10 min
5.5 Changing Paragraph and Line Spacing	15 min
Review Exercise	15 min

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Controlling Page Layout</b>	<b>75 min</b>
6.1 Changing Margins	20 min
6.2 Inserting Page Breaks	20 min
6.3 Using Headers and Footers	20 min
Review Exercise	15 min
<b>Using Writing Tools</b>	<b>70 min</b>
7.1 Checking Spelling in a Document	20 min
7.2 Using AutoCorrect and AutoText	20 min
7.3 Using Document Templates	20 min
Review Exercise	10 min