

Microsoft®  
**Word 2010**

**ISG**

## **Microsoft Word 2010 - Level 2: 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 could be configured to connect to the Internet, although there are no exercises that require it.

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **W102en\_data.exe** for this course to install the class data to the **C:\W102en\_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>FormLetter</b>	<b>.docx</b>	Section 2.2 <b>Form Letters</b> , in the exercise <b>Specifying a Main Document for a Form Letter</b>
<b>Sort Records</b>	<b>.docx</b>	Section 2.3 <b>Data Sources</b> , in the exercise <b>Sorting Data Records Using the Mail Merge Wizard</b>
<b>FormSorted</b>	<b>.docx</b>	Section 2.3 <b>Data Sources</b> , in the exercise <b>Sorting Data Records Using the Mail Merge Wizard</b>
<b>Contractors List</b>	<b>.docx</b>	Section 2.3 <b>Data Sources</b> , in the exercise <b>Using an Excel Worksheet as a Data Source</b>
<b>Bendel Letter</b>	<b>.docx</b>	Section 2.4 <b>Envelopes</b> , in the exercise <b>Creating an Envelope for a Letter</b>
<b>Confirm</b>	<b>.docx</b>	Chapter 2 <b>Review Exercise</b>
<b>Guide</b>	<b>.docx</b>	Section 3.2 <b>Applying Styles</b> , in the exercise <b>Applying Quick Styles and Quick Style Sets</b>
<b>Benefits, Events</b>	<b>.docx</b>	Section 3.5 <b>Copying Styles</b> , in the exercise <b>Using the Organizer</b>
<b>Events Formatted</b>	<b>.docx</b>	Section 3.5 <b>Copying Styles</b> , in the exercise <b>Saving a Custom Quick Style Set</b>
<b>Format, Policy</b>	<b>.docx</b>	Chapter 3 <b>Review Exercise</b>
<b>Letter</b>	<b>.docx</b>	Section 4.2 <b>Working with Document Properties</b> , in the exercise <b>Inserting Document Properties Using the Quick Parts Command</b>
<b>Employee Guide_2</b>	<b>.docx</b>	Section 4.3 <b>Working with Building Blocks</b> , in the exercise <b>Using Predefined Building Blocks</b>
<b>GH Building Blocks</b>	<b>.docx</b>	Section 4.3 <b>Working with Building Blocks</b> , in the exercise <b>Creating Custom Building Blocks</b>
<b>Sunset</b>	<b>.jpeg</b>	Chapter 4 <b>Review Exercise</b>
<b>Expenses</b>	<b>.docx</b>	Section 5.3 <b>Working with Forms</b> , in the exercise <b>Creating a Form Template</b>

The **C:\W102en\_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>Creating and Managing Tables</b>	<b>60 min</b>
1.1 Creating Tables	20 min
1.2 Modifying and Formatting Tables	20 min
Review Exercise	20 min
<b>Using Mail Merge</b>	<b>110 min</b>
2.1 Mail Merge Overview	10 min
2.2 Form Letters	20 min
2.3 Data Sources	20 min
2.4 Envelopes	20 min
2.5 Mailing Labels	20 min
Review Exercise	20 min
<b>Managing Styles</b>	<b>110 min</b>
3.1 Styles Overview	10 min
3.2 Applying Styles	20 min
3.3 Modifying Styles	20 min
3.4 Creating Styles	20 min
3.5 Copying Styles	20 min
Review Exercise	20 min
<b>Reusing Data and Content</b>	<b>60 min</b>
4.1 Quick Parts Overview	10 min
4.2 Working with Document Properties	15 min
4.3 Working with Building Blocks	15 min
Review Exercise	20 min

<b>CHAPTER/SECTION</b>	<b>ESTIMATED TIME</b>
<b>Working with Templates and Forms</b>	<b>80 min</b>
5.1 Using Templates	20 min
5.2 Creating Templates	20 min
5.3 Working with Forms	20 min
Review Exercise	20 min