ISG

Microsoft Word 2010 - Level 3: Instructor Setup Guide

- General Hardware Requirements for Office Professional Plus 2010
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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, 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.

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1.3 Classroom Data

Run the class data archive **W103en_data.exe** for this course to install the class data to the **C:\W103en_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*
TOURS	**.docx**	Section **1.1 Inserting Files and Graphics**, in the exercise **Inserting a File and Graphics**
HANDBOOK	**.docx**	Section **2.1 Working with Sections**, in the exercise **Inserting a Page Number-Only Footer**
NEWS	**.docx**	Section **2.2 Working with Multiple Columns**, in the exercise **Working with Multiple Columns**
GROUP	**.docx**	Chapter 2 **Review Exercise**
OPENHOUSE	**.docx**	Section **3.1 Working with Outlines**, in the exercise **Using Outline View**
PUBLICATION	**.docx**	Section **3.2 Creating Tables of Contents**, in the exercise **Creating a Table of Contents**
EXCELCOMMISSIONS	**.xlsx**	Section **3.4 Working with References**, in the exercise **Inserting a Hyperlink to Another Document**
SPRING PLANS	**.docx**	Section **3.5 Sorting and Calculating**, in the exercise **Sorting and Calculating**
EQUIPMENT	**.docx**	Chapter 3 **Review Exercise**
EXCELSUPPLIERS	**.xlsx**	Chapter 3 **Review Exercise**
TEXT	**.docx**	Section **4.1 Managing Revisions**, in the exercise **Managing Revisions**
EDITS	**.docx**	Section **4.1 Managing Revisions**, in the exercise **Managing Revisions**
LETTER	**.docx**	Section **4.5 Managing Document Information**, in the exercise **Managing Document Information**
PEERS	**.docx**	Chapter 4 **Review Exercise**
GUEST	**.docx**	Chapter 4 **Review Exercise**
DONE	**.docx**	Chapter 4 **Review Exercise**
COVER	**.docx**	Section **5.1 Creating Macros**, in the exercise **Recording Macros**
FORM	**.docx**	Chapter 5 **Review Exercise**

The **C:\W103en_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
Working with Graphics	**100 min**
1.1 Inserting Files and Graphics	20 min
1.2 Creating Illustrations	20 min
1.3 Adding Charts	20 min
1.4 Formatting Graphics	20 min
Review Exercise	20 min
Designing Page Layouts	**70 min**
2.1 Working with Sections	10 min
2.2 Working with Multiple Columns	20 min
2.3 Adding Headers and Footers	20 min
Review Exercise	20 min
Organizing Documents	**100 min**
3.1 Working with Outlines	10 min
3.2 Creating Tables of Contents	20 min
3.3 Creating Indexes	20 min
3.4 Working with References	20 min
3.5 Sorting and Calculating	20 min
Review Exercise	20 min
Revising Documents	**110 min**
4.1 Managing Revisions	20 min
4.2 Inserting Comments	20 min
4.3 Protecting Documents	10 min
4.4 Comparing/Merging Documents	20 min
4.5 Managing Document Information	20 min
Review Exercise	20 min

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CHAPTER/SECTION	ESTIMATED TIME
Automating Actions	**40 min**
5.1 Creating Macros	10 min
5.2 Editing Macros	10 min
5.3 Running Macros	10 min
Review Exercise	10 min

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