

Microsoft Word 2013 - Level 2: 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 **5.1 Using Templates** pertaining to **Using a Template**.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **W152en_data.exe** for this course to install the class data to the **C:\W152en_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
FormLetter	.docx	Section 2.2 Form Letters , in the exercise Specifying a Main Document for a Form Letter
Sort Records	.docx	Section 2.3 Data Sources , in the exercise Sorting Data Records Using the Mail Merge Wizard
FormSorted	.docx	Section 2.3 Data Sources , in the exercise Sorting Data Records Using the Mail Merge Wizard
Contractors List	.xlsx	Section 2.3 Data Sources , in the exercise Using an Excel Worksheet as a Data Source
Bendel Letter	.docx	Section 2.4 Envelopes , in the exercise Creating an Envelope for a Letter
Confirm	.docx	Chapter 2 Review Exercise
Guide	.docx	Section 3.2 Applying Styles , in the exercise Applying Quick Styles and Quick Style Sets
Benefits	.docx	Section 3.5 Copying Styles , in the exercise Using the Organizer
Events	.docx	Section 3.5 Copying Styles , in the exercise Using the Organizer
Events Formatted	.docx	Section 3.5 Copying Styles , in the exercise Saving a Custom Quick Style Set
Format	.docx	Chapter 3 Review Exercise
Policy	.docx	Chapter 3 Review Exercise
Letter	.docx	Section 4.2 Working with Document Properties , in the exercise Inserting Document Properties Using the Explore Quick Parts Button
Employee Guide_2	.docx	Section 4.3 Working with Building Blocks , in the exercise Using Predefined Building Blocks
GH Building Blocks	.docx	Section 4.3 Working with Building Blocks , in the exercise Creating Custom Building Blocks
Sunset	.jpeg	Chapter 4 Review Exercise
Expenses	.docx	Section 5.3 Working with Forms , in the exercise Creating a Form Template

The **C:\W152en_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
Creating and Managing Tables	60 min
1.1 Creating Tables	20 min
1.2 Modifying and Formatting Tables	20 min
Review Exercise	20 min
Using Mail Merge	110 min
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
Managing Styles	110 min
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
Reusing Data and Content	60 min
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

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