

Microsoft PowerPoint 2016 – Level 2: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2016**
 - **Software Setup Notes**
 - **Classroom Data**
 - **Courseware Timing**
-

1.1 General Hardware Requirements for Office Professional Plus 2016

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Windows 10, Windows 8.1, Windows 8, Windows 7 Service Pack 1, Windows 10 Server, Windows Server 2012 R2, Windows Server 2012, or Windows Server 2008 R2
Processor	1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set
Disk space	3.0 gigabytes (GB)
Memory	2.0 gigabytes (GB) RAM
Display	Graphics hardware acceleration requires a DirectX10 graphics card and a 1280 x 800 or higher resolution monitor

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 10 Enterprise 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 2016. If desired, you may save disk space by installing only the more common applications.

The workstation may be configured to connect to the Internet to allow students to explore inserting online pictures/graphics in accommodate section **4.1 Working with Graphics**; however, there are no excises that require an Internet connection.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **P162en_data.exe** for this course to install the class data to the **C:\P162en_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
Saving The Earth	.pptx	Section 1.1 Designing Custom Slide Layouts , in the exercise Creating and Using a Custom Slide Layout
fern	.jpg	Section 1.3 Customizing Slide Backgrounds , in the exercise Creating a New Background Style
Join The Green Team	.pptx	Section 1.5 Adding and Managing Sections , in the exercise Adding and Managing Sections
Environmental Facts	.pptx	Chapter 1 Review Exercise
Leaves	.png	Chapter 1 Review Exercise
Recycling Breakdown	.pptx	Section 2.1 Copying/Moving Slides and Slide Elements Between Presentations , in the exercise Inserting Slides from Another PowerPoint Presentation
Save The Earth Seminars	.pptx	Section 2.1 Copying/Moving Slides and Slide Elements Between Presentations , in the exercise Copying a Slide and a Slide Element Between Presentations
Saving The Earth 2	.pptx	Section 2.1 Copying/Moving Slides and Slide Elements Between Presentations , in the exercise Copying a Slide and a Slide Element Between Presentations
GreenTeam	.docx	Section 2.2 Creating Presentations Using Imported Text , in the exercise Working with a Word Outline as a PowerPoint Presentation
Healthy Futures	.pptx	Section 2.2 Creating Presentations Using Imported Text , in the exercise Inserting a Word Outline into an Existing Presentation
Recycle - For Our Children's Future	.docx	Section 2.3 Creating Hyperlinks , in the exercise Creating and Using a Hyperlink
Employee Sign Up Sheet	.docx	Section 2.4 Linking and Embedding Between Microsoft Programs , in the exercise Linking to Word Document Content from PowerPoint
Version One	.pptx	Section 2.5 Comparing and Merging Presentations , in the exercise Comparing and Merging Presentations
Version Two	.pptx	Section 2.5 Comparing and Merging Presentations , in the exercise Comparing and Merging Presentations
Mission Statement	.docx	Chapter 2 Review Exercise
Product Table	.docx	Chapter 2 Review Exercise
Saving Trees	.docx	Chapter 2 Review Exercise
Supplies Stats	.xlsx	Section 3.3 Linking to Microsoft Excel Charts , in the exercise Linking to a Microsoft Excel Chart

DATA FILE	FILE TYPE	USED IN
Join The Green Team 2	.pptx	Section 3.3 Linking to Microsoft Excel Charts , in the exercise Linking to a Microsoft Excel Chart
Bond List	.xlsx	Chapter 3 Review Exercise
Saving The Earth 3	.pptx	Section 4.1 Working with Graphics , in the exercise Converting a Vector Graphic to a Drawing
tow truck	.emf	Section 4.1 Working with Graphics , in the exercise Converting a Vector Graphic to a Drawing
information	.emf	Section 4.1 Working with Graphics , in the exercise Editing a Converted Drawing
Water lilies	.jpg	Section 4.3 Using Graphics Effects , in the exercise Applying Text Effects
Saving The Earth 4	.pptx	Section 4.4 Using Animation Effects , in the exercise Working with Animation Effects
Wildlife	.wmv	Section 4.5 Editing Video , in the exercise Trimming Video and Using Bookmarks
Recycling Review	.pptx	Chapter 4 Review Exercise
The Recycling Players	.pptx	Section 5.1 Creating Notes and Annotations , in the exercise Creating Notes in a Presentation
Table 2	.docx	Linked to Saving The Earth 2.pptx
Table 3	.docx	Linked to Saving The Earth 3.pptx, Saving The Earth 4.pptx, and Recycling Review.pptx
Table One	.docx	Linked to Version One.pptx

The C:\P162en_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
Building Presentation Themes	85 min
1.1 Designing Custom Slide Layouts	15 min
1.2 Using More Than One Theme in a Presentation	15 min
1.3 Customizing Slide Backgrounds	15 min
1.4 Sharing Themes Between Presentations	15 min
1.5 Adding and Managing Sections	15 min
Review Exercise	10 min
Sharing Information	90 min
2.1 Copying/Moving Slides and Slide Elements Between Presentations	15 min
2.2 Creating Presentations Using Imported Text	15 min
2.3 Creating Hyperlinks	15 min
2.4 Linking and Embedding Between Microsoft Programs	15 min
2.5 Comparing and Merging Presentations	10 min
Review Exercise	20 min
Enhancing Presentations with Charts and Tables	95 min
3.1 Creating Charts	15 min
3.2 Editing Charts and Chart Data	15 min
3.3 Linking to Microsoft Excel Charts	15 min
3.4 Creating Organization Charts	15 min
3.5 Inserting Tables	15 min
Review Exercise	20 min
Enhancing Presentations with Graphics and Animation Effects	90 min
4.1 Working with Graphics	15 min
4.2 Arranging Objects	15 min
4.3 Using Graphics Effects	15 min
4.4 Using Animation Effects	15 min
4.5 Editing Video	15 min

CHAPTER/SECTION	ESTIMATED TIME
Review Exercise	15 min
Producing Advanced Slide Shows	60 min
5.1 Creating Notes and Annotations	15 min
5.2 Using Hidden Slides and Rehearsing Slide Timings	15 min
5.3 Packaging Presentations for CD	15 min
Review Exercise	15 min

