

## **Microsoft Word 2016 – Level 2: Instructor Setup Guide**

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## 1.1 General Hardware Requirements for Office Professional Plus 2016

### ■ Workstation

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>Operating system</b>	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
<b>Processor</b>	1 gigahertz (GHz) or faster x86-bit or x64-bit processor with SSE2 instruction set
<b>Disk space</b>	3.0 gigabytes (GB)
<b>Memory</b>	2.0 gigabytes (GB) RAM
<b>Display</b>	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 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 **W162en\_data.exe** for this course to install the class data to the **C:\W162en\_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>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>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>Contractors List</b>	<b>.xlsx</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</b>	<b>.docx</b>	Section 3.5 <b>Copying Styles</b> , in the exercise <b>Using the Organizer</b>
<b>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</b>	<b>.docx</b>	Chapter 3 <b>Review Exercise</b>
<b>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 Explore Quick Parts Button</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>.jpg</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:\W162en\_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 Custom Templates	20 min
5.3 Working with Forms	20 min
Review Exercise	20 min