

Microsoft Word 2016 – Level 3: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2016**
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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 should be configured with an Internet connection to accommodate the exercise in section **1.1 Inserting Files and Graphics** pertaining to **Inserting a File and Graphics**.

The workstation should be configured with a digital ID to accommodate the exercise in section **4.3 Protecting Documents** pertaining to **Adding a Signature to Protect a Document**.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **W163en_data.exe** for this course to install the class data to the **C:\W163en_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, exercise Inserting a File and Graphics
Flights	.docx	Section 1.3 Adding Charts, exercise Adding Charts
Parent	.docx	Chapter 1 Review Exercise
Handbook	.docx	Section 2.1 Working with Sections, exercise Inserting a Page Number-Only Footer
News	.docx	Section 2.2 Working with Multiple Columns, exercise Working with Multiple Columns
Group	.docx	Chapter 2 Review Exercise
Open House	.docx	Section 3.1 Working with Outlines, exercise Using Outline View
Beginnings	.docx	Section 3.2 Using the Navigation Pane, exercise Using the Navigation Pane
Publication	.docx	Section 3.3 Creating Tables of Contents, exercise Creating a Table of Contents
Excel Commissions	.xlsx	Section 3.5 Working with References, exercise Inserting a Hyperlink to Another Document
Spring Plans	.docx	Section 3.6 Sorting and Calculating, exercise Sorting and Calculating
Sorting & Calculation	.docx	Section 3.6 Sorting and Calculating, exercise Sorting and Calculating
Equipment	.docx	Chapter 3 Review Exercise
Excel Suppliers	.xlsx	Chapter 3 Review Exercise
Text	.docx	Section 4.1 Managing Revisions, exercise Managing Revisions
Edits	.xlsx	Section 4.1 Managing Revisions, exercise Managing Revisions
Letter	.docx	Section 4.5 Managing Document Information, exercise Managing Document Information
Done	.docx	Chapter 4 Review Exercise
Peers		Chapter 4 Review Exercise
Guest	.docx	Chapter 4 Review Exercise
Cover	.docx	Section 5.1 Creating Macros, exercise Recording Macros
Form	.docx	Chapter 5 Review Exercise

The **C:\W163en_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
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 Using Themes	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	110 min
3.1 Working with Outlines	10 min
3.2 Using the Navigation Pane	10 min
3.3 Creating Tables of Contents	20 min
3.4 Creating Indexes	20 min
3.5 Working with References	10 min
3.6 Sorting and Calculating	20 min
Review Exercise	20 min
Revising Documents	100 min
4.1 Managing Revisions	10 min
4.2 Inserting Comments	10 min
4.3 Protecting Documents	20 min
4.4 Comparing/Merging Documents	20 min
4.5 Managing Document Information	20 min
Review Exercise	20 min

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