

Word for Microsoft 365/2021 – Level 1: Instructor Setup Guide

- **General System Requirements for Microsoft 365 (Business and Enterprise)**
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1.1 General System Requirements for Microsoft 365 (Business and Enterprise)

■ Workstation

COMPONENT	DESCRIPTION
Operating system	Windows 11, Windows 10, Windows 8.1, Windows Server 2019 or Windows Server 2016.
Processor	1.6 GHz or faster, 2-core processor. 2.0 GHz or greater is recommended for Skype for Business.
Disk space	4.0 GB of available disk space
Memory	4 GB RAM; 2 GB RAM (32-bit)
Display	1280 x 768 screen resolution.
Graphics Hardware	Graphics hardware acceleration requires DirectX 9 or later, with WDDM 2.0 or higher for Windows 10 (or WDDM 1.3 or higher for Windows 10 Fall Creators Update). Skype for Business requires DirectX 9 or later, 128 MB for the graphics memory, and a 32-bits-per-pixel-capable format.
Browser	Current version of Microsoft Edge, Safari, Chrome, or Firefox.
.NET version	Windows OS: Some features may require .NET 3.5 or 4.6 or higher to be installed. Microsoft Teams requires 4.6 or higher.
Video calls & meetings	For an improved experience with video calls and online meetings, Microsoft recommends using a computer that has a 2.0 GHz processor and 4.0 GB RAM (or higher). Teams requires a USB 2.0 video camera, a microphone, and an audio output device to utilize its full range of calling and meeting features.

1.2 Software Setup Notes

■ Workstation

This course was developed using Windows 10 Enterprise as the operating system and a default installation of the Microsoft 365 desktop applications.

Other operating systems described above may be used and should not impact the flow of the course.

Configure the workstation:

- with an Internet connection to accommodate the exercise: **Using Microsoft Search to Get Help** in section **1.3 Getting Started**.
- with a printer driver.

1.3 Classroom Data

Run the class data archive **W1M31en_data.exe** for this course to install the class data to the **C:\W1M31en_data** folder.

Alternatively, copy the **W1M31en_data** folder for this course to another location, but remember to direct class participants to this location as they work through hands-on exercises.

The table below lists the classroom data files and the section in which the file is open for use.

DATA FILE	FILE TYPE	USED IN
Global_1	.docx	Section 1.4 Opening Documents , in the exercise Opening a Document
Global_2	.docx	Section 2.1 Editing Documents , in the exercise Moving in a Document
Notice_2	.docx	Chapter 2 Review Exercise
Global_3	.docx	Section 3.1 Aligning Text , in the exercise Aligning Text
Notice_3	.docx	Chapter 3 Review Exercise
Global_4	.docx	Section 4.1 Formatting Text , in the exercise Changing Fonts and Font Sizes
Notice_4	.docx	Chapter 4 Review Exercise
Global_5	.docx	Section 5.1 Using Tabs , in the exercise Using Default Tab Stops
Notice_5	.docx	Chapter 5 Review Exercise
Global_6	.docx	Section 6.1 Changing Margins , in the exercise Changing Page Margins
Notice_6	.docx	Chapter 6 Review Exercise
Global_7	.docx	Section 7.1 Checking Spelling in a Document , in the exercise Checking Spelling and Grammar in a Document
Notice_7	.docx	Chapter 7 Review Exercise

Delete the **C:\W1M31en_data** folder after the class.

1.4 Courseware Timing

The following table lists an estimated time to be allocated per chapter and section based on a seven-hour training session.

The 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
Getting Started with Word	50 min
1.1 Understanding Word Processing Concepts	5 min
1.2 Understanding Word Processing Concepts	5 min
1.3 Getting Started	10 min
1.4 Creating and Saving Documents	10 min
1.5 Opening Documents	10 min
Review Exercise	10 min
Using Word Basics	45 min
2.1 Editing Documents	15 min
2.2 Printing and Viewing Documents	15 min
Review Exercise	15 min
Managing Text	45 min
3.1 Aligning Text	15 min
3.2 Moving, Copying, and Replacing Text	20 min
Review Exercise	10 min
Modifying and Enhancing Text Appearance	60 min
4.1 Formatting Text	15 min
4.2 Special Purpose Text	15 min
4.3 Quick Styles and Quick Style Sets	20 min
Review Exercise	10 min

CHAPTER/SECTION	ESTIMATED TIME
Modifying and Enhancing Paragraph Appearance	75 min
5.1 Using Tabs	10 min
5.2 Changing Tab Settings	15 min
5.3 Changing Indents	10 min
5.4 Applying Bullets and Numbers	10 min
5.5 Changing Paragraph and Line Spacing	15 min
Review Exercise	15 min
Controlling Page Layout	75 min
6.1 Changing Margins	20 min
6.2 Inserting Page Breaks	20 min
6.3 Using Headers and Footers	20 min
Review Exercise	15 min
Using Writing Tools	70 min
7.1 Improving Document Readability	20 min
7.2 Using AutoCorrect and AutoText	20 min
7.3 Using Document Templates	20 min
Review Exercise	10 min