

## **Word for Microsoft 365/2021 – Level 2: Instructor Setup Guide**

- **General System Requirements for Microsoft 365 (Business and Enterprise)**
  - **Software Setup Notes**
  - **Classroom Data**
  - **Courseware Timing**
-



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

### ■ Workstation

<b>COMPONENT</b>	<b>DESCRIPTION</b>
<b>Operating system</b>	Windows 11, Windows 10, Windows 8.1, Windows Server 2019 or Windows Server 2016.
<b>Processor</b>	1.6 GHz or faster, 2-core processor. 2.0 GHz or greater is recommended for Skype for Business.
<b>Disk space</b>	4.0 GB of available disk space
<b>Memory</b>	4 GB RAM; 2 GB RAM (32-bit)
<b>Display</b>	1280 x 768 screen resolution.
<b>Graphics Hardware</b>	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.
<b>Browser</b>	Current version of Microsoft Edge, Safari, Chrome, or Firefox.
<b>.NET version</b>	Windows OS: Some features may require .NET 3.5 or 4.6 or higher to be installed. Microsoft Teams requires 4.6 or higher.
<b>Video calls &amp; meetings</b>	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 from the Office 365 E3 plan.

Other operating systems described above and other Microsoft 365 Business plans may be used and should not impact the flow of the course.

Configure the workstation:

- with an Internet connection, although no exercises that require it.
- with a printer driver.

## 1.3 Classroom Data

If desired, run the class data archive **W1M32en\_data.exe** for this course to install the class data to the **C:\W1M32en\_data** folder.

Alternatively, copy the **W1M32en\_data** folder for this course to **C:\** or another location to manually locate the data files. Remember to direct class participants to this location as they work through hands-on exercises.

Delete the **W1M32en\_data** folder after the class.

The table below lists the classroom data files and the section in which the file is open 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>

## 1.4 Courseware Timing

The following table lists an estimated time 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 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