

Word for Microsoft 365/2021 – Level 2: 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 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.

DATA FILE	FILE TYPE	USED IN
FormLetter	.docx	Section 2.2 Form Letters , in the exercise Specifying a Main Document for a Form Letter
FormSorted	.docx	Section 2.3 Data Sources , in the exercise Sorting Data Records Using the Mail Merge Wizard
Sort Records	.docx	Section 2.3 Data Sources , in the exercise Sorting Data Records Using the Mail Merge Wizard
Contractors List	.xlsx	Section 2.3 Data Sources , in the exercise Using an Excel Worksheet as a Data Source
Bendel Letter	.docx	Section 2.4 Envelopes , in the exercise Creating an Envelope for a Letter
Confirm	.docx	Chapter 2 Review Exercise
Guide	.docx	Section 3.2 Applying Styles , in the exercise Applying Quick Styles and Quick Style Sets
Benefits	.docx	Section 3.5 Copying Styles , in the exercise Using the Organizer
Events	.docx	Section 3.5 Copying Styles , in the exercise Using the Organizer
Events Formatted	.docx	Section 3.5 Copying Styles , in the exercise Saving a Custom Quick Style Set
Format	.docx	Chapter 3 Review Exercise
Policy	.docx	Chapter 3 Review Exercise
Letter	.docx	Section 4.2 Working with Document Properties , in the exercise Inserting Document Properties Using the Explore Quick Parts Button
Employee Guide_2	.docx	Section 4.3 Working with Building Blocks , in the exercise Using Predefined Building Blocks
GH Building Blocks	.docx	Section 4.3 Working with Building Blocks , in the exercise Creating Custom Building Blocks
Sunset	.jpg	Chapter 4 Review Exercise
Expenses	.docx	Section 5.3 Working with Forms , in the exercise Creating a Form Template

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.

CHAPTER/SECTION	ESTIMATED TIME
Creating and Managing Tables	60 min
1.1 Creating Tables	20 min
1.2 Modifying and Formatting Tables	20 min
Review Exercise	20 min
Using Mail Merge	110 min
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
Managing Styles	110 min
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
Reusing Data and Content	60 min
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

CHAPTER/SECTION	ESTIMATED TIME
Working with Templates and Forms	80 min
5.1 Using Templates	20 min
5.2 Creating Custom Templates	20 min
5.3 Working with Forms	20 min
Review Exercise	20 min