

## **Microsoft Office 2010 to 2016 – New Features: 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

<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

### ■ Server

<b>Operating system</b>	<ul style="list-style-type: none"> <li>• Windows Server 2012 R2 Standard or Datacenter</li> <li>• Windows Server 2012 Standard or Datacenter</li> <li>• Windows Server 2008 R2 Standard or Enterprise</li> <li>• Windows Server 2008 R2 Datacenter RTM or later</li> <li>• Windows Server 2008 Standard, Enterprise, or Datacenter</li> </ul>
<b>Processor</b>	<ul style="list-style-type: none"> <li>• x64 architecture-based computer with Intel processor that supports Intel 64 architecture (formerly known as Intel EM64T).</li> <li>• AMD processor that supports the AMD64 platform.</li> <li>• Intel Itanium IA64 processors not supported.</li> </ul>
<b>Disk space</b>	30 to 35 gigabyte (GB)
<b>Memory</b>	<ul style="list-style-type: none"> <li>• Mailbox 8GB minimum</li> <li>• Client Access 4GB minimum</li> </ul>
<b>Display</b>	1024 x 768 pixels or higher

## 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, as well as Visio 2016 Professional.

The workstation should be configured to connect to the Internet to accommodate the following exercises:

- **Connecting to Online Storage and Sharing Office Documents** - page 16
- **Inserting Online Videos** - page 39
- **Inserting Online Pictures** - page 42
- **Inserting Online Videos** - page 120

Access to a OneDrive - Personal folder will be required to accommodate the following exercises:

- **Connecting to Online Storage and Sharing Office Documents** - page 16

The workstation should be configured with a printer driver.

## 1.3 Classroom Data

Run the class data archive **B164en\_data.exe** for this course to install the class data to the **C:\B164en\_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>FOLDER/DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
<b>B164en_data\Office</b>		
<b>AGM - 2016</b>	<b>.docx</b>	Section 1.1 <b>User Interface Updates</b> in the exercise <b>Exploring User Interface Appearance and Navigational Changes</b> .
<b>Shared Letter</b>	<b>.docx</b>	Section 1.2 <b>Understanding Online Storage and Sharing Office Documents</b> in the exercise <b>Connecting to Online Storage and Sharing Office Documents</b> .
<b>Worldshop Imports</b>	<b>.pptx</b>	Section 1.3 <b>Reading Resume</b> in the exercise <b>Exploring Reading Resume</b> .
<b>B164en_data\Word</b>		
<b>AGM - 2016</b>	<b>.docx</b>	Section 2.1 <b>Using Read Mode</b> in the exercise <b>Using Read Mode</b> .
<b>AGM - 2016 Convert</b>	<b>.pdf</b>	Section 2.2 <b>Converting Portable Document Format Files to Word</b> in the exercise <b>Converting PDF Files to Word Format</b> .
<b>Simple Letter</b>	<b>.pdf</b>	Section 2.2 <b>Converting Portable Document Format Files to Word</b> in the exercise <b>Converting PDF Files to Word Format</b> .
<b>Brochure Guides</b>	<b>.docx</b>	Section 2.4 <b>Using Alignment Guides</b> in the exercise <b>Using Alignment Guides</b> .
<b>Brochure Video</b>	<b>.docx</b>	Section 2.5 <b>Inserting Online Videos</b> in the exercise <b>Inserting Online Videos</b> .
<b>Brochure Picture</b>	<b>.docx</b>	Section 2.6 <b>Inserting Online Pictures</b> in the exercise <b>Inserting Online Pictures</b> .
<b>B164en_data\Excel</b>		
<b>Sales People</b>	<b>.xlsx</b>	Section 3.2 <b>Using Flash Fill</b> in the exercise <b>Using Flash Fill</b> .
<b>Sales</b>	<b>.xlsx</b>	Section 3.3 <b>Using the Quick Analysis Tool</b> in the exercise <b>Using the Quick Analysis Tool</b> .
<b>Forecast</b>	<b>.xlsx</b>	Section 3.4 <b>Using One-Click Forecasting</b> in the exercise <b>Using One-Click Forecasting</b> .
<b>Sales Table</b>	<b>.xlsx</b>	Section 3.6 <b>Using PivotTables and PivotCharts Improvements</b> in the exercise <b>Using Recommended PivotTables and PivotCharts Improvements</b> .
<b>B164en_data\PowerPoint</b>		
<b>Shapes</b>	<b>.pptx</b>	Section 4.3 <b>Merging Shapes</b> in the exercise <b>Merging Shapes</b> .
<b>Eyedropper</b>	<b>.pptx</b>	Section 4.4 <b>Using the Eyedropper Tool</b> in the exercise <b>Using the Eyedropper Tool</b> .
<b>Guides</b>	<b>.pptx</b>	Section 4.5 <b>Using Smart Guides</b> in the exercise <b>Using Smart Guides</b> .

<b>FOLDER/DATA FILE</b>	<b>FILE TYPE</b>	<b>USED IN</b>
<b>Master Level</b>	<b>.pptx</b>	Section 4.6 <b>Using Master Level Guides</b> in the exercise <b>Using Master Level Guides</b> .
<b>Worldshop Imports</b>	<b>.pptx</b>	Section 4.7 <b>Using Presenter View</b> in the exercise <b>Exploring Presenter View</b> .
<b>B164en_data\OneNote</b>		
<b>Global Holidays\Open Notebook</b>	<b>notebook folder</b>	Section 6.1 <b>Exporting Notebook Data</b> in the exercise <b>Exporting Notebook Data</b> .
<b>GHtours Org Chart 2016</b>	<b>.vsdx</b>	Section 6.6 <b>Inserting Visio Drawings</b> in the exercise <b>Inserting Visio Data</b> .

The C:\B164en\_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/LAB EXERCISE</b>	<b>ESTIMATED TIME</b>
<b>Microsoft Office New Features</b>	<b>45 min</b>
1.1 User Interface Updates	15 min
1.2 Understanding Online Storage and Sharing Office Documents	10 min
1.3 Reading Resume	10 min
1.4 Using Touch/Mouse Modes	10 min
<b>Microsoft Word New Features</b>	<b>75 min</b>
2.1 Using Read Mode	10 min
2.2 Converting Portable Document Format Files to Word	10 min
2.3 Collapsing and Expanding Headings	10 min
2.4 Using Alignment Guides	15 min
2.5 Inserting Online Videos	15 min
2.6 Inserting Online Pictures	15 min
<b>Microsoft Excel New Features</b>	<b>95 min</b>
3.1 Understanding Multiple Workbook Windows	10 min
3.2 Using Flash Fill	15 min
3.3 Using the Quick Analysis Tool	15 min
3.4 Using One-Click Forecasting	10 min
3.5 Charting Improvements	15 min
3.6 Using PivotTables and PivotCharts Improvements	15 min
3.7 Filtering Table Data and PivotTables with Slicers	15 min
<b>Microsoft PowerPoint New Features</b>	<b>80 min</b>
4.1 Understanding Widescreen Support	10 min
4.2 Using Theme Variants	10 min
4.3 Merging Shapes	15 min
4.4 Using the Eyedropper Tool	15 min
4.5 Using Smart Guides	10 min
4.6 Using Master Level Guides	10 min

<b>CHAPTER/LAB EXERCISE</b>	<b>ESTIMATED TIME</b>
4.7 Using Presenter View	10 min
<b>Microsoft Outlook New Features</b>	<b>45 min</b>
5.1 Exploring the Navigation Bar	15 min
5.2 Viewing Messages	10 min
5.3 Replying and Forwarding E-mail Using the Reading Pane	10 min
5.4 Using Peek Views	10 min
<b>Microsoft OneNote New Features</b>	<b>80 min</b>
6.1 Exporting Notebook Data	15 min
6.2 Using Improved Tables	10 min
6.3 Inserting Online Videos	10 min
6.4 Converting OneNote Tables to Excel Worksheets	15 min
6.5 Inserting Excel Workbooks, Worksheets, Charts, and Tables	15 min
6.6 Inserting Visio Drawings	15 min