

Microsoft Word 2019 – Level 1: Instructor Setup Guide

- **General Hardware Requirements for Office Professional Plus 2019**
 - **Software Setup Notes**
 - **Classroom Data**
 - **Courseware Timing**
-

1.1 General Hardware Requirements for Office Professional Plus 2019

■ Workstation

<i>COMPONENT</i>	<i>DESCRIPTION</i>
Operating system	Windows 10, Windows Server 2019
Processor	1.6 GHz or faster, 2-core processor. 2.0 GHz or greater recommended for Skype for Business.
Disk space	4.0 GB of available disk space
Memory	4 GB RAM; 2 GB RAM (32-bit)
Display and Graphics Hardware	1280 x 768 screen resolution. 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). Professional Plus: Skype for Business requires DirectX 9 or later, 128 MB graphics memory, and 32 bits per pixel capable format.

1.2 Software Setup Notes

■ Workstation

This course was created using Windows 10 Enterprise (version 1803) as the operating system, and a default installation of Office Professional Plus 2019. Other operating systems described above may be used and should not impact the flow of the course.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **1.2 Getting Started** pertaining to **Using the Help System**.

The workstation should be configured with a printer driver.

1.3 Classroom Data

Run the class data archive **W191en_data.exe** for this course to install the class data to the **C:\W191en_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
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
Global_4-1	.docx	Section 4.3 Quick Styles and Quick Style Sets , in the exercise Selecting a Quick Style Set and Applying Quick Styles
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

The **C:\W191en_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
Getting Started with Word 2019	50 min
1.1 Understanding Word Processing Concepts	10 min
1.2 Getting Started	10 min
1.3 Creating and Saving Documents	10 min
1.4 Opening Documents	10 min
Review Exercise	10 min
Using Word 2019 Basics	40 min
2.1 Editing Documents	15 min
2.2 Printing and Viewing Documents	15 min
Review Exercise	10 min
Managing Text	50 min
3.1 Aligning Text	15 min
3.2 Moving, Copying, and Replacing Text	25 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
Modifying and Enhancing Paragraph Appearance	75 min
5.1 Using Tabs	15 min
5.2 Changing Tab Settings	10 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 Checking Spelling in a Document	20 min
7.2 Using AutoCorrect and AutoText	20 min
7.3 Using Document Templates	20 min
Review Exercise	10 min