Learn Microsoft® Word 2010 Step by Step, Level 3 Student Guide

To install the Microsoft Office 2010 software, your computer must meet the following minimum requirements:

- 500 megahertz (MHz) processor

- 256 megabytes (MB) RAM (512 MB recommended for Microsoft Outlook® 2010 Instant Search; 1 gigabyte (GB) required for Microsoft Word 2010 grammar and contextual spelling features)

- CD or DVD drive

- 3 GB available hard disk space

  Note: Hard disk requirements will vary depending on configuration; custom installation choices may require more or less hard disk space.

- 1024 × 768 or higher-resolution monitor

- Keyboard and mouse or compatible pointing device

- Windows® 7, Windows Vista® with Service Pack 1 (SP1) or later, Windows XP SP3 or later, Windows Server® 2008, or Windows Server 2003 SP2 or later

- Internet connection for download and activation of products, accessing Microsoft Office Online and online Help topics, and any other Internet-dependent processes

- Windows Internet Explorer® 7 or later

In addition to the hardware, software, and connections required to run Microsoft Office 2010, you will need the following to successfully complete the exercises in this book:

- Microsoft Word 2010

- Microsoft Excel® 2010

- Microsoft Outlook 2010

- Microsoft PowerPoint® 2010

- Access to a printer

- 5 MB of available hard disk space for the practice files

The practice files necessary to complete the exercises for this Level 3 course are available in the following file:

      50543A-ENU_PracticeFiles.zip

Before you can complete the exercises, you need to extract the practice files to your computer.

The practice files are organized in folders corresponding to chapters of the *Microsoft Word 2010 Step by Step* book on which this courseware is based, as indicated in the table on the following page.

Page	Description	Folder	Practice File
310-315	Insert hyperlinks to a document and an e-mail message	Chapter12	Conductors.docx VisitorGuide_start.docx
318-321	Insert and update fields in a document's footer		ProceduresFields_start.docx
322-327	Insert a bookmark and a cross-reference		RulesBookmarks_start.docx
333-337	Create, modify, and update a table of contents	Chapter13	ProceduresContents_start.docx
342-346	Mark index entries; and create an index		RulesIndex_start.docx
348-353	Enter sources, insert citations, and compile a bibliography		AllAboutBamboo_start.docx BambooBibliography_start.docx
358-362	Specify and prepare the data source	Chapter14	AnniversaryLetter_start.docx CustomerList_start.xlsx
364-367	Add merge fields to a form letter		AnniversaryLetter.docx (from previous exercise)
368-369	Preview and merge to a document		AnniversaryLetter.docx (from previous exercise)
371-374	Merge a form message and new data source		ThankYouEmail_start.docx
374-377	Set up and merge mailing labels		CustomerList_start.xlsx
382-384	Attach documents to an e-mail message	Chapter15	InfoSheetReviewA_start.docx InfoSheetReviewB_start.docx InfoSheetReviewC_start.docx
386-388	Review, add, delete, and hide comments		CompetitiveAnalysisA_start.docx
390-393	Track changes in a document, then accept and reject changes		CompetitiveAnalysisB_start.docx
393-395	Merge versions of a document		ServiceCP_start.docx ServiceSH_start.docx ServiceTA_start.docx
396-399	Set an unencrypted password, then set an encrypted password		LoansProtected_start.docx
401-403	Impose editing and formatting restrictions		ProceduresRestricted_start.docx
414-419	Create templates and styles	Chapter16	AuthorsTemplate_start.docx
422-430	Explore the Word Options dialog box		none
433-437	Experiment with ribbon customizations, including custom groups and tabs		ProceduresEdited_start.docx
438-440	Add two buttons to the Quick Access Toolbar, and then test them		AgendaSH_start.docx