ISG

Introduction to Microcomputers and Windows 7 Instructor Setup Guide

- **General Hardware Requirements**
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- **Classroom Data**
- **Courseware Timing**

1.1 General Hardware Requirements

■ Workstation

COMPONENT	DESCRIPTION
Platform	Microsoft Windows 7
Processor	1 gigahertz (GHz) processor recommended
Disk space	16 gigabyte (GB) drive available for 32 bit 20 gigabyte (GB) drive available for 64 bit
RAM	1 gigabyte (GB) for 32 bit 2 gigabyte (GB) for 64 bit
Monitor	Colour required. Recommend 1024 x 768 screen resolution.
Graphics Capability	DirectX 9 graphics device with WDDM 1.0 or higher driver
CD-ROM or DVD drive	May be required for software installation.

■ Server

COMPONENT	DESCRIPTION
Platform	Windows Server 2003
Processor	550 megahertz (MHz) processor or higher
Disk space	3.5 gigabyte (GB)
RAM	256 MB RAM minimum, 512 MB or more recommended
Monitor	800 x 600 screen resolution.
CD-ROM or DVD drive	May be required for software installation.

1.2 Software Setup Notes

■ Workstation

This course was created using a default installation of Microsoft Windows 7 Ultimate. Other versions of Windows 7 may be used and should not impact the flow of the course.

The Aero Desktop was disabled for the development of this course. Enabling the Aero Desktop should not impact the flow of the course.

The workstation should be configured to connect to a LAN to allow students to complete exercises relating to the sharing and mapping of folders and drives in chapter 3. Alternatively, if you decide to use a single username, assigned to a single workstation, users should be granted administrator privileges to the local workstation.

Public folder sharing should be activated before the class to allow students to complete exercises relating to the sharing folders.

An Internet connect is ideal to allow students to explore Internet related tasks in chapter 3.

The workstation should be configured with a printer driver.

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■ Domain Server

This course was created using a Windows Server 2003 server with the domain name “ghtours”.

The total number of user accounts to be created will vary from one classroom installation to the next. This course was created with ten users (User 01 to User 10) and an “instructor” account.

1.3 Classroom Data

The classroom data files are stored in the **A17U1en_data.exe** data archive.There are 22 individual files and one subfolder named “MyPhotos” within the archive.

Running the archive will extract the data to the **C:\A17U1en_data** folder. You should then move this folder to the user’s personal folder (C:\Users\<username>) to accommodate the exercise steps in the course.

The table below indicates the data files that are referenced by name during the course, as well as the section that in which it is referenced. Note that not all of the data files are specifically referenced by name during the course; however, they may still be used as part of an exercise.

DATA FILE	*FILE TYPE*	*USED IN*
Introduction	**.txt**	Section **4.5 Searching for Files and Folders**, in the exercise **Searching for Files and Folders**
Bear	**.gif**	Section **4.6 Selecting Folder Items**, in the exercise **Selecting Files and Folders**
Security	**.jpg**	Section **4.6 Selecting Folder Items**, in the exercise **Selecting Files and Folders**
Security	**.rtf**	Section **4.6 Selecting Folder Items**, in the exercise **Selecting Files and Folders**
Windows 7 Overview	**.rtf**	Section **4.6 Selecting Folder Items**, in the exercise **Selecting Files and Folders**
IE	**.jpg**	Section **4.7 File and Folder Management**, in the exercise **File and Folder Management**
tahoma	**.ttf**	Section **4.8 Recycle Bin**, in the exercise **Working with the Recycle Bin**
wmplayer	**.exe**	Section **4.7 File and Folder Management**, in the exercise **File and Folder Management**
Shutdown	**.rtf**	Section **6.4 Network Printing**, in the exercise **Printing**
Tips	**.rtf**	Section **6.4 Network Printing**, in the exercise **Printing**

The **A17U1en_data** folder located in C:\Users\<username> may be deleted after the class.

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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
Hardware and Networks	**30 min**
1.1 What is a Personal Computer?	10 min
1.2 Understanding Portable Computers	10 min
1.3 Understanding Networks	15 min
Software	**30 min**
2.1 System Software	3 min
2.2 Word Processing	3 min
2.3 Electronic Spreadsheets	3 min
2.4 Presentations	3 min
2.5 E-Mail and Meetings	3 min
2.6 Database	3 min
2.7 Publishing	3 min
2.8 Web Browsers	3 min
2.9 Graphics	3 min
2.10 Anti-Virus Software	3 min
The Basics	**75 min**
3.1 Getting Started	10 min
3.2 Start Menu	10 min
3.3 The Windows 7 Desktop	15 min
3.4 Window Components	10 min
3.5 Managing Multiple Windows	10 min
3.6 Getting Help	10 min
Review Exercise	10 min
Files and Folders	**120 min**
4.1 Concepts	10 min
4.2 Folder Window Components	10 min
4.3 Libraries	10 min

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CHAPTER/SECTION	ESTIMATED TIME
4.4 Folder Window Viewing Options	10 min
4.5 Searching for Files and Folders	10 min
4.6 Selecting Folder Items	10 min
4.7 File and Folder Management	15 min
4.8 Recycle Bin	10 min
4.9 Open and Save Dialog Boxes	10 min
4.10 Removable Storage	10 min
Review Exercise	10 min
Connectivity	**70 min**
5.1 Accessing a Local Network	10 min
5.2 Public Folders	10 min
5.3 Sharing Files and Folders	10 min
5.4 Mapped Drives	10 min
5.5 Internet Explorer	15 min
Review Exercise	15 min
Printing	**70 min**
6.1 Overview	10 min
6.2 Adding a Local Printer	15 min
6.3 Managing Print Jobs	15 min
6.4 Network Printing	15 min
Review Exercise	15 min
Customizing Microsoft Windows 7	**80 min**
7.1 Personalization	15 min
7.2 Gadgets	10 min
7.3 Shortcuts	10 min
7.4 Start Menu	10 min
7.5 Taskbar	10 min
7.6 Control Panel	10 min
Review Exercise	15 min

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Printing	**90 min**
6.1 Overview	10 min
6.2 Adding a Local Printer	20 min
6.3 Managing Print Jobs	20 min
6.4 Network Printing	20 min
Review Exercise	20 min
Customizing Microsoft Windows 7	**85 min**
7.1 Personalization	15 min
7.2 Gadgets	15 min
7.3 Shortcuts	10 min
7.4 Start Menu	10 min
7.5 Taskbar	10 min
7.6 Control Panel	10 min
Review Exercise	15 min

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