ISG

Microsoft Windows 10 for PCs – Level 1 Instructor Setup Guide

- General Hardware Requirements
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1.1 General Hardware Requirements

■ Workstation

Windows 10 is designed to be used on various hardware devices. This course was created specially using a personal computer, which provides functional (default) with the Windows 10 Desktop.

COMPONENT	DESCRIPTION
Platform/version	Microsoft Windows 10 (version 1809)
Processor	1 gigahertz (GHz) processor or higher
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	Screen resolution of 800 x 600 required. Recommend screen resolution of 1366 x 768.
Graphics Capability	DirectX 9 graphics (or later) with WDDM driver

1.2 Software Setup Notes

■ Workstation

This course was created using a default installation of Microsoft Windows 10 Enterprise (version 1809). Other editions of Windows 10 may be used and should not greatly 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 user name, assigned to a single workstation, users should be provided with administrator privileges or log on details to the local workstation.

The workstation should be configured to connect to the Internet to accommodate the exercise in section **1.6 Getting Help** pertaining to **Getting Help**.

The workstation should be configured with a printer driver.

■ Special Setup Consideration

Chapters three and four contain topics that reference the Network window, as well as sharing folders, files, and printers. Network discovery issues (associated with these topics) have been reported with this version of Windows 10, thus it is strongly recommended that this functionality is tested on the computers used to delivery the training.

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1.3 Classroom Data

Run the class data archive **O1101en_data.exe** for this course to install the class data to the **C:\O1101en_data** folder.

The class data folder consists of 22 individual files and one subfolder named “MyPhotos” (with files). 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.

The table below identifies the classroom data files specifically referenced, as well as the section in which the file is first opened for use.

DATA FILE	*FILE TYPE*	*USED IN*
Shutdown	**.rtf**	Section **1.4 Window Components**, in the exercise **The Windows 10 Desktop**
Security	**.rtf**	Section **1.4 Window Components**, in the exercise **The Windows 10 Desktop**
Bear	**.gif**	Section **2.2 File Explorer Window Components**, in the exercise **Navigating Folders**
Introduction	**.txt**	Section **2.5 Searching for Files and Folders**, in the exercise **Searching for Files and Folders**
Windows 10 Overview	**.rtf**	Section **2.6 Selecting Folder Items**, in the exercise **Selecting Files and Folders**
wmplayer	**.exe**	Section **2.6 Selecting Folder Items**, in the exercise **Selecting Files and Folders**
Security	**.jpg**	Section **2.7 File and Folder Management**, in the exercise **Selecting Files and Folders**
IE	**.jpg**	Section **2.7 File and Folder Management**, in the exercise **Selecting Files and Folders**
tahoma	**.ttf**	Section **2.8 Recycle Bin**, in the exercise **File and Folder Management**
Tips	**.rtf**	Section **4.4 Network Printing**, in the exercise **Printing**

The **O1101en_data** folder 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*
The Basics	**75 min**
1.1 Getting Started	10 min
1.2 Start Menu	10 min
1.3 Windows 10 Desktop	10 min
1.4 Window Components	10 min
1.5 Managing Multiple Windows	15 min
1.6 Getting Help	10 min
Review Exercise	10 min
Working with Files and Folders	**135 min**
2.1 Concepts	10 min
2.2 File Explorer Window Components	10 min
2.3 Libraries	15 min
2.4 File List Viewing Options	15 min
2.5 Searching for Files and Folders	15 min
2.6 Selecting Folder Items	10 min
2.7 File and Folder Management	15 min
2.8 Recycle Bin	15 min
2.9 Removable Storage	15 min
Review Exercise	15 min
Managing Connectivity	**75 min**
3.1 Accessing a Local Network	15 min
3.2 Using Public Folders	15 min
3.3 Sharing Files and Folders	15 min
3.4 Mapped Drives	15 min
Review Exercise	15 min

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CHAPTER/SECTION	ESTIMATED TIME
Printing for Windows 10	**90 min**
4.1 Overview	10 min
4.2 Adding a Local Printer	15 min
4.3 Managing Print Jobs	10 min
4.4 Network Printing	20 min
Review Exercise	20 min
Customizing Windows 10	**60 min**
5.1 Personalization	15 min
5.2 Shortcuts	10 min
5.3 Taskbar	10 min
5.4 Control Panel and the Settings Apps	10 min
Review Exercise	15 min

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