

Introduction to PCs and Windows 11 Instructor Setup Guide

- **Workstation Hardware and Software Requirements**
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1.1 Workstation Hardware and Software Requirements

Windows 11 is designed to run on a wide range of hardware devices. In general, any personal computer running the Microsoft Windows 11 operating system should suffice to deliver this training course.

The workstation should be configured to connect to the Internet to accommodate the **Getting Help** exercise in section 3.6 **Getting Help**.

This course was developed using a modest Azure virtual PC: **Standard D2ads v5 (2 vCPUs, 8 GiB RAM)**, using the **win11-22h2-avd-m365** image. This image includes Microsoft 365 apps and is optimized for Azure Virtual Desktop, although the M365 component is not required for this course.

A breakdown of each component is as follows:

COMPONENT	DESCRIPTION
Standard	Indicates it's a standard virtual machine (VM) tier (not Basic or Premium)
D2ads v5	VM size in the D-series, version 5, with AMD EPYC™ 7763 processor
2 vCPUs	VM has 2 virtual CPU cores
8 GiB memory	VM has 8 gibibytes (GB)
win11	Microsoft Windows 11 operating system
22h2	Version 22H2 (second half of 2022 feature update)
avd	Azure Virtual Desktop optimized image
m365	Includes Microsoft 365 apps (e.g., Word, Excel, Outlook, Teams, etc.)
Disk	Standard SSD LRS, 127 GB
Monitor	Recommend screen resolution of 1366 x 768.

1.2 Classroom Data

The classroom data can be setup using two different methods:

- Run the class data archive **A1W1en_data.exe** to install the class data to the **C:\A1W1en_data** folder.
- Manually copy the **A1W1en_data** folder to the **C:** root folder, or to a location of your choice. Note that if to a location of your choice, reference that location when performing the exercises instead of **C:\A1W1en_data**.

The class data folder consists of 28 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 3.4 Window Components , in the exercise The Windows 11 Desktop
Security	.rtf	Section 3.4 Window Components , in the exercise The Windows 11 Desktop
Bear	.gif	Section 4.2 File Explorer Window Components , in the exercise Navigating Folders
Introduction	.txt	Section 4.5 Searching for Files and Folders , in the exercise Searching for Files and Folders
Windows 11 Overview	.rtf	Section 4.6 Selecting Folder Items , in the exercise Selecting Files and Folders
wmplayer	.exe	Section 4.6 Selecting Folder Items , in the exercise Selecting Files and Folders
Security	.jpg	Section 4.7 File and Folder Management , in the exercise File and Folder Management
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

The **A1W1en_data** folder may be deleted after the class.

1.3 Courseware Timing

The table below provides an estimated time allocation for each chapter and section, based on a seven-hour training session.

Please note:

- Time for pre-class introductions or greetings is not included.
- These time estimates are guidelines only. Actual time spent may vary depending on participant engagement, discussion depth, and other factors.

CHAPTER/SECTION	ESTIMATED TIME
Hardware and Networks	55 min
1.1 What is a Personal Computer?	15 min
1.2 Understanding Portable Computers	10 min
1.3 Understanding Traditional Networks	15 min
1.4 Understanding Cloud Networking and Microsoft 365	15 min
Software	100 min
2.1 System Software	10 min
2.2 Word Processing	10 min
2.3 Electronic Spreadsheets	10 min
2.4 Presentations	10 min
2.5 E-Mail and Meetings	10 min
2.6 Database	10 min
2.7 Publishing	10 min
2.8 Web Browsers	10 min
2.9 Graphics	10 min
2.10 Anti-Virus Software	10 min
Windows 11 Basics	105 min
3.1 Getting Started	15 min
3.2 Start Menu	15 min
3.3 Desktop	15 min
3.4 Window Components	20 min
3.5 Managing Multiple Windows	20 min
3.6 Getting Help	10 min
Review Exercise	10 min

CHAPTER/SECTION	ESTIMATED TIME
Working with Files and Folders	160 min
4.1 Concepts	15 min
4.2 File Explorer Window Components	20 min
4.3 Libraries	15 min
4.4 File List Viewing Options	20 min
4.5 Searching for Files and Folders	20 min
4.6 Selecting Folder Items	20 min
4.7 File and Folder Management	15 min
4.8 Recycle Bin	15 min
4.9 Removable Storage	10 min
Review Exercise	10 min