



INFOCUS COURSEWARE

Introduction to Personal Computers

Using Windows 7 and Microsoft Office 2010



Module Series

Order Code: INF1080

ISBN: 978-1-921939-07-5

❖ General Description

The skills and knowledge acquired in *Introduction to Personal Computers using Windows 7 and Microsoft Office 2010* are sufficient to be able to use and operate the software to perform tasks that include starting applications, creating folders, copying and moving files, and personalise Windows.

❖ Learning Outcomes

At the completion of *Introduction to Personal Computers using Windows 7 and Microsoft Office 2010* you should be able to:

- understand some of the wider implications of working with computers
- understand many of the general concepts of computing such as hardware, software, types of computers and the like
- explain the various hardware components of the computer
- understand the role of software on the computer and the different types of software available for the computer
- gain an overview of **Windows 7** including windows and menus
- understand data storage and navigate your computer's drives, folders and files
- navigate the folder hierarchy and work with folders
- manage files on the computer
- use **Microsoft Word 2010** to create a basic word processed document
- create and use **Microsoft Excel 2010** to process numbers
- display a broad understanding of the **Internet** and its components
- understand and conduct effective searches of the **Internet**
- create, receive and manage email messages

❖ Target Audience

Introduction to Personal Computers using Windows 7 and Microsoft Office 2010 is designed for users who are keen to extend their understanding and knowledge of the use of computers.

❖ Prerequisites

Introduction to Personal Computers using Windows 7 and Microsoft Office 2010 assumes some knowledge of the software. However, it would be beneficial to have a general understanding of personal computers and the Windows operating system environment.

❖ Pages

188 pages

❖ Nominal Duration*

Watsonia Publishing *Modules* are based around a 2-day training program consisting of approximately 14 – 16 hours

❖ Student Files

Many of the topics in *Introduction to Personal Computers using Windows 7 and Microsoft Office 2010* require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com. Simply follow the student files link on the home page. You will need the product code for this course which is **INF1080**.

❖ Methodology

The In Focus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ Formats Available

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic licence

❖ Companion Products

There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com.

* Duration relates to study time only and does not include assessment time. Duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, June 19, 2012 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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- ✓ Work Health And Safety
- ✓ Performing A Computer Risk Assessment
- ✓ Good Posture At The Workstation
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- ✓ Rests and Exercise
- ✓ Specifications And Standard
- ✓ Influenza In The Workplace

➤ **Computers**

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- ✓ Types Of Computers
- ✓ Types Of Personal Computers
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- ✓ Computer Performance

➤ **Computer Hardware**

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- ✓ Resizing A Window Using The Mouse

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➤ **About The Internet**

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- ✓ Understanding Web Addresses
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- ✓ Cookies And Caches

➤ **Internet Explorer Basics**

- ✓ Starting Internet Explorer 9
- ✓ The Internet Explorer Screen
- ✓ Turning On Screen Elements
- ✓ The Command Bar
- ✓ Going To A Specific URL
- ✓ Controlling The Browser Window Size
- ✓ Activating A Hyperlink



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- ✓ Activating An Image Link
- ✓ Hiding And Displaying Images On A Web Page
- ✓ Understanding The New Tab Page
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- ✓ Working With Tabbed Pages
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 - ✓ Adding Search Providers
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 - ✓ Common Outlook 2010 Screen Elements
 - ✓ The Mail Screen
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 - ✓ Retrieving Email
 - ✓ Opening An Outlook Data File
 - ✓ Reading Messages
 - ✓ Deleting Messages
- **Concluding Remarks**



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