



INFOCUS COURSEWARE

BSBITU101 Operate A Personal Computer

Microsoft Windows 8.1



Product Code: INF1174

ISBN: 978-1-925298-42-0

❖ General Description

This publication is mapped to the **BSBITU101 - Operate A Personal Computer** competency. It applies to individuals who perform a range of routine computer tasks in the various sectors of the business services industry and generally work under direct supervision.

❖ Learning Outcomes

At the completion of this course you should be able to:

- 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 various types of software
- work with the basic components of the **Windows 8.1** interface
- work with **Windows Store** apps
- work with desktop windows
- use **Windows** to install, update and uninstall programs
- understand data storage and navigate your computer's drives, folders and files
- navigate the folder hierarchy and work with folders
- manage files on your computer
- understand the purpose and function of libraries, and how to manage libraries
- work with the **Recycle Bin** to manage deleted items
- work with **Favourites** and shortcuts in **File Explorer**
- use the **Windows** search facility
- personalise the new user interface
- manage your printer and printing tasks in **Windows**
- learn how to use **Windows Help** and **Support**
- understand some of the wider implications of working with computers

❖ Prerequisites

BSBITU101 Operate A Personal Computer assumes the user has little or no knowledge of computers or the Windows operating system environment.

❖ Topic Sheets

185 topics

❖ Methodology

The InFocus 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 complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at www.watsoniapublishing.com.

This information sheet was produced on Tuesday, April 21, 2015 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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Computers

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- Types of Personal Computers
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- Creating Some Sample Files
- Sending Files to the Recycle Bin
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Emptying the Recycle Bin

Favourite Locations in Windows

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Adding a Location to Favourites
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A Good Working Environment
Breaks and Exercises
Specifications and Standards
Influenza in the Workplace
Social Problems of Computer Addiction



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Unit Mapping

This unit describes the skills and knowledge required to start up and use a range of basic functions on a personal computer or business computer terminal.

	Performance Criteria	Location
1	Start computer, system information and features	
1.1	Adjust workspace, furniture and equipment to suit user ergonomic requirements	Chapter 18: Healthy Computing
1.2	Ensure work meets organisational and work health and safety (WHS) requirements for computer operation	Chapter 18: Healthy Computing
1.3	Start computer or log on according to user procedures	Chapter 4: Starting Off With Windows 8.1
1.4	Identify basic functions and features using system information	Chapter 1: Computers, Chapter 2: Computer Hardware, Chapter 3: Software
1.5	Customise desktop configuration, if necessary, with assistance from appropriate persons	Chapter 15: Personalising the User Interface
1.6	Use help functions as required	Chapter 17: Help and Support
2	Navigate and manipulate desktop environment	
2.1	Open, close and access features by selecting correct desktop icons	Chapter 4: Starting Off With Windows 8.1, Chapter 5: Working With Windows Apps, Chapter 6: Looking at Desktop Windows, Chapter 8: Data Storage on Your Computer, Chapter 9: Working With Folders, Chapter 11: Working With Libraries, Chapter 12: The Recycle Bin, Chapter 13: Favourite Locations in Windows
2.2	Open, resize and close desktop windows by using correct window functions	Chapter 6: Looking at Desktop Windows
2.3	Create shortcuts onto the desktop, if necessary, with assistance from appropriate persons	Chapter 15: Personalising the User Interface
3	Organise files using basic directory and folder structures	
3.1	Create folders/subfolders with suitable names	Chapter 9: Working With Folders, Chapter 11: Working With Libraries, Chapter 13: Favourite Locations in Windows
3.2	Save files with suitable names in appropriate folders	Chapter 10: Working With Files
3.3	Rename and move folders/subfolders and files as required	Chapter 9: Working With Folders, Chapter 10: Working With Files, Chapter 11: Working With Libraries, Chapter 12: The Recycle Bin
3.4	Identify folder/subfolder and file attributes	Chapter 9: Working With Folders, Chapter 10: Working With Files
3.5	Move folders/subfolders and files using cut and paste, and drag and drop techniques	Chapter 9: Working With Folders, Chapter 10: Working With Files
3.6	Save folders/subfolders and files to appropriate media where necessary	Chapter 8: Data Storage on Your Computer, Chapter 9: Working With Folders, Chapter 10: Working With Files
3.7	Search for folders/subfolders and files using appropriate software tools	Chapter 14: Searching in Windows
3.8	Restore deleted folder/subfolders and files as necessary	Chapter 12: The Recycle Bin
4	Print information	
4.1	Print information from installed printer	Chapter 16: Printing
4.2	View progress of print jobs and delete as required	Chapter 16: Printing
4.3	Change default printer, if installed	Chapter 16: Printing
5	Shut down computer	
5.1	Close all open applications	Chapter 5: Working With Windows Apps, Chapter 6: Looking at Desktop Windows
5.2	Shut down computer according to user procedures	Chapter 4: Starting Off With Windows 8.1

