# BSBITU101 Operate A Personal Computer

## Microsoft Windows 8.1

**WATSONIA PUBLISHING**

**INFOCUS COURSEWARE**

❖ **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**.

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## Product Information

# Contents

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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 |