❖ **General Description**

The skills and knowledge acquired in ICTICT101 Operate a Personal Computer are sufficient to be able to operate a personal computer (PC) in a home or small office environment, including accessing files with application programs, sending and retrieving emails, using the internet, using peripheral devices and applying basic security procedures and power management settings. It applies to individuals who require entry level information and communications technology (ICT) knowledge and literacy skills to perform a range of simple operation tasks.

❖ **Learning Outcomes**

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

- understand what a personal computer is and how it works
- work with the basic components of the *Windows 8.1* interface
- work with *Windows Store* apps
- personalise the new user interface
- use several features to optimise the *Windows* operating system
- use *Windows* to install, update and uninstall programs
- work with desktop programs
- understand the history of word processing and the types of documents that can be word-processed
- create, send and receive an email message in *Microsoft Outlook*
- access the internet
- work with *Window's* security features
- understand data storage and navigate your computer's drives, folders and files
- manage your printer and printing tasks in *Windows*
- back up and restore data

❖ **Prerequisites**

ICTICT101 Operate a Personal Computer assumes little or no knowledge of computing.

❖ **Topic Sheets**

147 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 Wednesday, April 29, 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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InFocus Courseware

Unit Mapping

This unit describes the skills and knowledge required to operate a personal computer (PC) in a home or small office environment, including accessing files with application programs, sending and retrieving emails, using the internet, using peripheral devices and applying basic security procedures and power management settings.

	Performance Criteria	Location
1	**Prepare to use the personal computer**	
1.1	Identify physical components and associated peripheral devices of the personal computer to become familiar with the available network	Chapter 1: Personal Computers
1.2	Check physical connectivity of devices to ensure correct operation and performance	Chapter 1: Personal Computers
1.3	Boot up and follow procedures to activate the computer	Chapter 2: Starting Off With Windows 8
2	**Manage computer configurations**	
2.1	Alter the computer settings to best suit the user	Chapter 4: Personalising the User Interface
2.2	Configure power management settings to minimise power consumption as an environmentally sustainable measure	Chapter 5: Optimising Windows
2.3	Identify operating system and the application programs loaded on the computer to determine computer capability	Chapter 3: Working With Windows Apps, Chapter 5: Optimising Windows, Chapter 6: Working With Programs
2.4	Conduct basic software installation and removal to improve computer capability	Chapter 3: Working With Windows Apps, Chapter 6: Working With Programs
2.5	Navigate and manipulate desktop environment to create and customise desktop icons and access application programs	Chapter 3: Working With Windows Apps, Chapter 4: Personalising the User Interface, Chapter 7: Using Desktop Programs
3	**Access and use basic application programs**	
3.1	Open a folder with file documents containing basic office applications, make minor changes and save in a different folder	Chapter 7: Using Desktop Programs, Chapter 8: Word Processing
3.2	Send and retrieve a simple email message using the desktop icon to communicate with other parties	Chapter 9: Using Email
3.3	Access the internet using the web browser to view and conduct basic web information search	Chapter 10: Accessing the Internet
3.4	Use firewall and antivirus and malware scans to reduce security risks and threats in the system	Chapter 11: Security and Protection
4	**Access and use basic peripheral devices**	
4.1	Access external storage devices to retrieve, copy, move and save information in different media and locations	Chapter 12: Data Storage on Your Computer
4.2	Use printer settings on an installed printer to print a document	Chapter 13: Printing
4.3	Access audio-visual (AV) devices to view and play a multimedia file	Chapter 12: Data Storage on Your Computer
5	**Shut down computer**	
5.1	Back up important documents and programs to minimise risk of data loss	Chapter 14: Backing Up and Restoring Data
5.2	Save any work to be retained and close open application programs	Chapter 8: Word Processing
5.3	Shut down computer and switch off any unused peripheral devices	Chapter 2: Starting Off With Windows 8

Product Information

AUSTRALIAN MADE & OWNED