



INFOCUS COURSEWARE

Introduction to Personal Computers

Using Windows 8.1 and Microsoft Office 2013



Product Code: INF1380

ISBN: 978-1-925121-65-0

❖ General Description

Introduction to Personal Computers - Using Windows 8.1 and Microsoft Office 2013 is designed for users who are keen to extend their understanding of how to use computers. The skills acquired are sufficient to use the software to perform tasks including starting applications, creating folders, copying and moving files, and personalising Windows.

❖ Learning Outcomes

At the completion of this course 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 various types of software
- work with the basic components of the **Windows 8.1** interface
- work with **Windows Store** apps
- work with desktop windows
- 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 history of word processing and the types of documents that can be word-processed
- understand some of the key underlying concepts of spreadsheets
- understand some of the theoretical aspects of the internet
- use **Internet Explorer** to access the internet, search for and locate information
- understand and conduct effective searches of the internet
- create and work with emails in **Outlook**

❖ Prerequisites

Introduction to Personal Computers - Using Windows 8.1 and Microsoft Office 2013 assumes little or no knowledge of the software.

❖ Topic Sheets

180 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



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Contents

Healthy Computing

- Work Health And Safety
- Performing A Computer Risk Assessment
- Good Posture At The Workstation
- A Good Working Environment
- Rests And Exercises
- Specifications And Standards
- Influenza In The Workplace
- Social Problems Of Computer Addiction

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- Types Of Computers
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- Viewing Storage Devices Using File Explorer
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Word Processing

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- Understanding The Start Screen
- Creating A New Blank Document
- Typing Text
- Saving A New Document On Your Computer
- Typing Numbers
- Inserting A Date



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Checking Spelling And Grammar
Making Basic Changes
Saving An Existing Document
Printing A Document
Safely Closing A Document

Spreadsheets

How Spreadsheets Work
The Characteristics Of A Spreadsheet
Starting Excel From The Desktop
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Typing Dates
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Safely Closing A Workbook

About the Internet

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Understanding Search Engines
Understanding Web Addresses
Key Terms And Internet Jargon
Cookies And Caches

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The Mail Screen
Composing An Email Message
Creating A New Message
Sending The Message
Understanding The Inbox
Retrieving Email
Opening An Outlook Data File
Reading Messages
Deleting Messages



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