



INFOCUS COURSEWARE

Introduction to Personal Computers

Using Windows 10 and Microsoft Office 2016



Product Code: INF1680

ISBN: 978-1-925349-93-1

❖ General Description

Introduction to Personal Computers - Using Windows 10 and Microsoft Office 2016 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:

- work safely with your computer, consider your impact on the environment and manage files and folders efficiently
- explain the various hardware components of the computer
- understand the various types of software
- work with the basic components of the **Windows 10** interface
- work with desktop program and app windows
- work with several of the default **Windows** apps
- 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 **Microsoft Edge** to access the internet, search for and locate information
- navigate web pages
- understand and conduct effective searches of the internet
- start **Microsoft Outlook** and navigate its key features

❖ Prerequisites

Introduction to Personal Computers - Using Windows 10 and Microsoft Office 2016 assumes little or no knowledge of the software.

❖ Topic Sheets

191 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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Contents

Healthy Computing

- Work Health and Safety
- Performing a Computer Risk Assessment
- Setting Up an Ergonomic Workstation
- A Good Working Environment
- Breaks and Exercises
- Specifications and Standards
- Influenza in the Workplace
- Social Problems of Computer Addiction

Computer Hardware

- The Main Parts of a Personal Computer
- The Central Processing Unit
- Computer Speed
- Computer RAM
- Computer ROM
- External Hardware Components
- Computer Peripherals
- Keyboards
- Input Devices
- Output Devices
- Storage Devices
- Device Connections
- Connecting Peripherals Wirelessly
- Internal Hardware Devices

Software

- Types of Software
- Software Versions
- Operating System Software
- Application Software
- Graphical User Interface
- Systems Development

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- What Is Windows
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- Signing in to Windows
- The Desktop
- The Start Menu
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- The Search the Web and Windows Bar
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- Understanding Virtual Desktops
- Creating a New Virtual Desktop
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- Scrolling in a Window
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Using Common Windows Apps

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- Using the Maps App

Data Storage on Your Computer

- Understanding Data Storage in Windows
- Understanding File Explorer
- Opening File Explorer
- Viewing Storage Devices Using File Explorer
- Viewing Network Connections

- Understanding USB Flash Drives

Working With Folders

- Understanding Folder Hierarchy
- Navigating the Folder Hierarchy
- Understanding Personal Folders
- Accessing Your Personal Folders
- Creating a New Folder
- Copying a Folder
- Moving a Folder
- Renaming a Folder
- Deleting a Folder
- Viewing the Hierarchy Path
- Changing Folder Views

Working With Files

- Understanding Files
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- Exploring Files in Windows
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- Renaming a File
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- Copying Multiple Files
- Replacing Files
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- Copying Files to a USB Flash Drive
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- Deleting Folders With Files
- Common File Types

Word Processing

- Understanding Word Processing
- Types of Word Processed Documents
- Starting Microsoft Word
- Understanding the Start Screen
- Creating a New Blank Document
- Typing Text Into a Document
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- Typing Numbers Into Your Document
- Inserting a Date Into Your Document
- Checking the Spelling in Your Document
- Making Basic Changes to Your Document
- Saving Changes to an Existing Document
- Printing Your Document
- Safely Closing Your Document



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Spreadsheets

- How Spreadsheets Work
- The Characteristics of a Spreadsheet
- What a Spreadsheet Can Do
- The Appropriateness of Spreadsheets
- Starting Excel From the Desktop
- Understanding Workbooks
- Using the Blank Workbook Template
- Typing Text
- Saving a New Workbook
- Typing Numbers
- Typing Dates
- Typing Formulas
- Easy Formulas
- Making Basic Changes
- Easy Formatting
- Printing a Worksheet
- Charting Your Data
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About the Internet

- The Internet and the World Wide Web
- How the Internet Began
- Connection Requirements
- Understanding Web Browsers
- Understanding Search Engines
- Understanding Web Addresses
- Key Terms and Internet Jargon
- Cookies and Caches

Microsoft Edge Basics

- Starting Microsoft Edge From the Desktop
- The Microsoft Edge Screen
- Working With the Hub
- Displaying the Favourites Bar
- Going to a Specific URL
- Reading View
- Controlling the Browser Window Size
- Activating a Hyperlink
- Activating an Image Link
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Navigating Web Pages

- Understanding the New Tab Page
- Adding New Tabbed Pages
- Working With Tabbed Pages
- Closing Pages
- Zooming
- Using the Back and Forward Tools
- The Browsing History

Stopping and Refreshing Pages

Searching the Web

- Understanding How to Search Effectively
- Using the Address Bar to Search
- Adding Search Providers
- Using a Different Search Provider
- Setting Your Default Search Provider
- Searching Based on a Keyword
- Searching Based on a Phrase
- Combining Selection Criteria
- Finding Information on a Page

Using Email

- Starting Outlook From the Desktop
- Common Outlook 2016 Screen Elements
- 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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