



INFOCUS COURSEWARE

ICTICT101 Operate a Personal Computer

Microsoft Windows 10



WATSONIA PUBLISHING

Product Code: INF1760

ISBN: 978-1-925526-83-7

❖ 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 10** interface
- work with **Windows Store** apps
- personalise the user interface
- use several features to optimise the **Windows** operating system
- use **Windows** to install, update and uninstall programs
- work with desktop program and app windows
- 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 **Windows** 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

141 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

Personal Computers

- What Is a Computer
- Hardware and Software
- Personal Computers
- Types of Personal Computers
- The Main Parts of a Personal Computer
- Input Devices
- Output Devices
- Device Connections
- Office Technology Communications

Starting With Windows 10

- What Is Windows
- Turning on the Computer
- Signing in to Windows
- The Desktop
- The Start Menu
- The Taskbar
- The Search the Web and Windows Bar
- Using Windows Search
- Changing the Windows Search Settings
- Windows Store Apps
- Putting Your Computer to Sleep
- Shutting Down Your Computer

Working With Windows Apps

- Starting Windows Apps From the Start Menu
- Closing Windows Store Apps
- Installing a Windows Store App
- Uninstalling a Windows Store App
- Using Gestures on Touch Screens

Personalising the User Interface

- Customising the Start Menu
- Moving Tiles on the Start Menu
- Changing Tile Size
- Working With Tile Groups
- Turning Live Tiles on and Off
- Removing Tiles From the Start Menu
- Pinning Apps to the Taskbar
- Creating Desktop Shortcut Icons
- Tidying Up the Desktop
- Changing the Lock Screen
- Changing the Desktop Background
- Changing Your Account Picture

Optimising Windows

- Viewing System Properties
- Checking Hardware Devices
- Performing a Disk Cleanup
- Understanding Power Options
- Choosing a Power Plan
- Creating a Custom Power Plan

Working With Programs

- Viewing Installed Programs
- Dealing With Non Responding Programs
- Installing a Program
- What Happens During Installation
- Uninstalling a Program
- Keeping Programs Updated

Working With Desktop Windows

- Starting Desktop Programs and Apps
- The File Explorer Window
- Working With the File Explorer Ribbon
- Using the File Explorer Ribbon
- Using the File Tab
- Minimising and Maximising a Window
- Resizing a Window Using a Mouse
- Moving a Window on the Desktop
- Switching Between Open Programs
- Snapping Windows
- Scrolling in a Window
- Closing Apps and Programs
- Other Ways to Open Desktop Programs

Word Processing

- Understanding Word Processing
- Creating Documents in Word
- Starting Microsoft Word
- Understanding the Start Screen
- Creating a New Blank Document
- Typing Text Into a Document
- Saving Your New Document
- 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

Using Email

- Starting Outlook
- 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

Accessing the Internet

- Before You Begin
- Creating an Internet Connection
- Starting Microsoft Edge From the Desktop
- The Microsoft Edge Screen
- Going to a Specific URL
- Understanding How to Search Effectively
- Using the Address Bar to Search
- Stopping and Refreshing Pages
- Closing Microsoft Edge

Security and Protection

- Understanding Computer Security
- Checking Security and Maintenance
- Checking Windows Firewall Settings
- Checking Malware Protection Settings
- Checking Windows Update Settings

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
- Understanding Folder Hierarchy



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- Navigating the Folder Hierarchy
- Understanding Files
- Creating a Simple File
- Exploring Files in Windows
- Copying Files to a USB Flash Drive

Printing

- Understanding Printing in Windows
- Viewing Available Printers
- Installing a USB Printer
- Setting the Default Printer
- Pausing a Printer
- Printing Files From File Explorer
- Printing From Windows Apps

Backing Up and Restoring Data

- Understanding Backup and Restore Options
- Preparing Files for Backup
- Setting Up File History
- Performing a Manual Backup
- Restoring Files From a Backup
- Understanding the Action Centre



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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	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 With Windows 10
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: Working With Desktop Windows

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	Performance Criteria	Location
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: Working With Desktop Windows, 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 With Windows 10

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