❖ **General Description**

The skills acquired in ICTICT201 Use Computer Operating Systems and Hardware will enable you to select, configure and use computer operating systems and basic computer hardware, including configuring the operating system to work with a variety of hardware peripherals and types of information and communications technology (ICT) equipment.

❖ **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 *Windows Store* apps
- work with desktop program and app 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 *Quick Access* and shortcuts in *File Explorer*
- personalise the user interface
- manage your printer and printing tasks in *Windows*
- use several features to optimise the *Windows* operating system
- manage user accounts
- work with *Windows* security features
- back up and restore data
- access the command line interface in *Windows*

❖ **Prerequisites**

ICTICT201 Use Computer Operating Systems and Hardware assumes little or no knowledge of Microsoft Windows 10.

❖ **Topic Sheets**

189 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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Unit Mapping

This unit describes the skills and knowledge required to select, configure and use computer operating systems and basic computer hardware, including configuring the operating system to work with a variety of hardware peripherals and types of information and communications technology (ICT) equipment.

	Performance Criteria	Location
1	**Identify operating system and hardware components**	
1.1	Determine ICT organisational requirements and specifications	Chapter 1: Healthy Computing, Chapter 18: Security and Protection, Chapter 19: Backing Up and Restoring Data
1.2	Identify and select the operating system	Chapter 3: Software
1.3	Identify appropriate external hardware components	Chapter 2: Computer Hardware
1.4	Identify internal hardware components	Chapter 2: Computer Hardware
2	**Install and configure operating system and application software with hardware components**	
2.1	Install and configure the operating system to meet organisational requirements	Chapter 3: Software, Chapter 14: Personalising the User Interface, Chapter 17: User Accounts
2.2	Identify functions associated with the operating system and associated boot process	Chapter 3: Software, Chapter 4: Starting With Windows 10
2.3	Configure power management settings to minimise power consumption, as an environmentally sustainable measure	Chapter 16: Optimising Windows
2.4	Use both the graphical user interface and the command line interface to perform basic tasks	Chapter 5: Working With Windows Apps, Chapter 6: Working With Desktop Windows, Chapter 8: Data Storage on Your Computer, Chapter 9: Working With Folders, Chapter 10: Working With Files, Chapter 11: Working With Libraries, Chapter 12: The Recycle Bin, Chapter 13: Quick Access Locations, Chapter 15: Printing, Chapter 20: The Command Line Interface
2.5	Install or upgrade application software onto the operating system and hardware configuration	Chapter 7: Working With Programs
2.6	Determine the relationship between an application program, the operating system and hardware	Chapter 2: Computer Hardware, Chapter 3: Software, Chapter 7: Working With Programs
2.7	Identify general differences between the different computer platforms and their respective operating systems	Chapter 3: Software
3	**Optimise operating system and hardware components**	
3.1	Optimise operating system, using included tools or third-party utilities	Chapter 16: Optimising Windows, Chapter 19: Backing Up and Restoring Data
3.2	Customise the graphical user interface	Chapter 11: Working With Libraries, Chapter 13: Quick Access Locations, Chapter 14: Personalising the User Interface, Chapter 16: Optimising Windows
3.3	Use techniques unique to the command line interface	Chapter 20: The Command Line Interface
3.4	Set up and configure external hardware components and check functionality	Chapter 15: Printing
3.5	Install drivers as appropriate and check functionality	Chapter 15: Printing