❖ **General Description**

This publication is mapped to the ***BSBITU111 - Operate A Personal Digital Device*** competency. It applies to individuals who perform a range of routine computer tasks in the various sectors of the business services industry and generally work under direct supervision.

❖ **Learning Outcomes**

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

- understand different types of computers and how they are used
- 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
- 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***
- use the ***Windows*** search function
- personalise the user interface
- learn how to use the ***Get Started*** app and ***Cortana***

❖ **Prerequisites**

BSBITU111 Operate A Personal Digital Device assumes the user has little or no knowledge of computers or the Windows operating system environment.

❖ **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***.

This information sheet was produced on Friday, November 23, 2018 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

Product Information

AUSTRALIAN MADE & OWNED

Contents

Product Information

Product Information

Unit Mapping

This unit describes the skills and knowledge required to start up and use a range of basic functions on a personal computer or business computer terminal.

	Performance Criteria	Location
1	**Activate personal digital device and access features**	
1.1	Activate personal digital device, and access or log on according to user procedures	Chapter 4: Starting With Windows 10
1.2	Identify basic functions and features using system information	Chapter 1: Computers, Chapter 2: Computer Hardware, Chapter 6: Working With Programs
1.3	Customise desktop or application configuration, if necessary, with assistance from appropriate persons	Chapter 14: Personalising the User Interface
1.4	Access help functions as required	Chapter 15: Help and Support
2	**Navigate and organise file or application environment**	
2.1	Open, close and access features by selecting correct desktop or menu icons	Chapter 4: Starting With Windows 10, Chapter 5: Working With Desktop Windows, Chapter 7: Data Storage on Your Computer, Chapter 8: Working With Folders, Chapter 10: Working With Libraries, Chapter 11: The Recycle Bin, Chapter 12: Quick Access Locations
2.2	Create shortcuts onto the desktop or menu, if necessary, with assistance from appropriate persons	Chapter 14: Personalising the User Interface
2.3	Create folders/subfolders of files or applications (or similar) with suitable names for personal device	Chapter 8: Working With Folders, Chapter 9: Working With Files
2.4	Download new applications (or similar), with assistance from appropriate persons	Chapter 6: Working With Programs
2.5	Rename and move folders/subfolders of files or applications (or similar) with suitable names	Chapter 8: Working With Folders, Chapter 9: Working With Files, Chapter 10: Working With Libraries
2.6	Use search functions to locate files or applications (or similar)	Chapter 13: Searching and Sorting Files
2.7	Remove files or applications (or similar) as required, with assistance from appropriate persons	Chapter 6: Working With Programs, Chapter 8: Working With Folders, Chapter 9: Working With Files
3	**Edit stored information**	
3.1	Open relevant file, document, application, or similar	Chapter 4: Starting With Windows 10, Chapter 9: Working With Files
3.2	Edit content of the file, document, application, or similar in accordance with simple instructions	Chapter 9: Working With Files
3.3	Save changes to personal device	Chapter 9: Working With Files
4	**Shut down/deactivate personal digital device**	
4.1	Save and close all open applications	Chapter 5: Working With Desktop Windows
4.2	Shut down or deactivate personal digital device according to user procedures	Chapter 4: Starting With Windows 10