

Operate A Personal Computer BSBITU101A Microsoft Windows 7

General Description	The skills and knowledge acquired in this course are sufficient to be able to use and operate Microsoft Windows 7 operating system for a range of functions such as copying and moving files, creating and deleting folders, printing, accessing programs and more.
Learning Outcomes	At the completion of Operate A Personal Computer BSBITU101A Microsoft Windows 7 you should be able to: <ul style="list-style-type: none"> • 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 role of software on the computer and the different types of software available for the computer • gain an overview of Windows 7 including windows and menus • use the Start menu and Taskbar to open and manage programs • work with desktop icons, including creating, selecting, arranging and deleting • understand data storage and navigate your computer's drives, folders and files • navigate the folder hierarchy and work with folders • manage files on the computer • understand the purpose and function of libraries, and how to manage libraries • work with the Recycle Bin to manage deleted items • work with Favourites and shortcuts in Windows Explorer • use Windows 7's search facility to locate files on your computer • personalise your computer and the desktop • manage your printer and printing tasks in Windows 7 • understand some of the wider implications of working with computers
Target Audience	Operate A Personal Computer BSBITU101A Microsoft Windows 7 is designed for individuals developing their basic skills and knowledge of personal computer operation in preparation for working in a broad range of settings.
Prerequisites	Operate A Personal Computer BSBITU101A Microsoft Windows 7 assumes the user has little or no knowledge of computers or the Windows operating system.
Pages	160 pages
Course Disk	Many of the topics covered in this publication require you to open an existing file with data in it. These files can be downloaded free of charge from our web site at www.watsoniapublishing.com . Simply follow the student files link on the home page. You will need the product code for this course which is INF648.
Methodology	The In Focus 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.
Companion Publications	There are a number of other complimentary titles in the same series as this publication. Information about other relevant publications can be found on our web site at www.watsoniapublishing.com .

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Friday, February 26, 2010 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



Operate A Personal Computer BSBITU101A Microsoft Windows 7

Contents

Computers

- Information Technology And Computers
- Types Of Computers
- Types Of Personal Computers
- How Computers Are Used
- Computer Performance

Computer Hardware

- Main Parts Of A Personal Computer
- The Central Processing Unit
- Computer Speed
- Computer RAM
- Computer ROM
- External Hardware Components
- Computer Peripherals
- Keyboards
- Other Input Devices
- Output Devices
- Input And Output Devices
- Storage Devices
- Connecting Hardware And Peripherals
- Internal Hardware Devices

Software

- Types Of Software
- Software Versions
- Operating System Software
- Application Software
- Command Line Operating Systems
- Graphical User Interface
- Systems Development

Starting Off With Windows 7

- Turning On The Computer
- Logging On
- The Windows 7 Screen
- Running Programs From The Start Menu
- The Anatomy Of A Window
- Minimising And Maximising A Window
- Resizing A Window Using The Mouse
- Moving A Window On The Desktop
- Understanding Windows Aero
- Using Aero Snap
- Shaking Down Windows
- Scrolling In A Window
- Understanding Menus
- Displaying Menus In A Window

- Closing A Window
- Putting Your Computer To Sleep
- Shutting Your Computer Down

Using Programs

- Understanding The Start Menu
- Starting a Program From the Start Menu
- Running Multiple Programs
- Starting Programs From the Desktop
- Understanding The Taskbar
- Managing Programs From the Taskbar
- Closing Programs
- Other Ways To Open Programs

Desktop Icons

- Understanding Desktop Icons
- Arranging And Resizing Desktop Icons
- Creating A Desktop Shortcut
- Cleaning The Desktop

Data Storage On Your Computer

- Viewing Storage Devices On Your Computer
- Understanding Windows Explorer
- Viewing Network Connections
- Understanding USB Flash Drives

Working With Folders

- Understanding Folder Hierarchy
- Navigating The Folder Hierarchy
- Understanding The My Documents Folder
- 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
- Creating A Simple File
- Exploring Files In Windows 7
- Copying A File
- Renaming A File
- Selecting Files
- Copying Multiple Files
- Replacing Files
- Moving Files

- Copying Files To A USB Flash Drive
- Deleting Files
- Deleting Folders With Files
- Common File Types

Working With Libraries

- Understanding Libraries
- Exploring Your Libraries
- Creating Folders In A Library
- Creating A Library
- Adding Folders To A Library
- Changing Library Views
- Deleting Folders From A Library
- Deleting A Library

The Recycle Bin

- Understanding The Recycle Bin
- Creating Some Sample Files
- Sending Files To The Recycle Bin
- Restoring Files From The Recycle Bin
- Emptying The Recycle Bin

Favourite Locations In Windows 7

- Understanding Favourite Locations
- Adding A Location To Favourites
- Removing A Location From Favourites
- Restoring Default Favourites

Searching In Windows 7

- Understanding Searching In Windows 7
- Creating A Searchable File
- Performing A Global Search
- Searching An Unindexed Folder
- Indexing A Folder
- Unindexing A Folder
- Searching Contents Of Unindexed Files
- Saving A Search
- Sorting Files In A Folder
- Tagging Files For Easier Searches
- Modifying View Settings

Personalising Windows 7

- Understanding Personalisation Options
- Changing The Desktop Background
- Other Background Options
- Changing Themes
- Setting A Screen Saver
- Changing Mouse Pointers
- Changing Display Settings
- Personalising Sounds
- Working With Gadgets

Printing

- Understanding Printing In Windows 7
- Setting The Default Printer
- Installing A USB Printer
- Pausing A Printer
- Printing Files From Windows Explorer
- Managing The Print Queue
- Sharing Your Printer With Others
- Connecting To A Network Printer

Healthy Computing

- Occupational Health And Safety
- Performing A Computer Risk Assessment
- Good Posture At The Workstation
- A Good Working Environment
- Rests and Exercise
- Specifications And Standard
- Influenza In The Workplace

Concluding Remarks