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:

- 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.

Product Information

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