Operate a Personal Computer

Microsoft Windows 8.1

InFocus Courseware

WATSONIA PUBLISHING

❖ **General Description**

The skills and knowledge acquired in Operate a Personal Computer - Microsoft Windows 8.1 are sufficient to be able to set up and use a personal computer, access files, send and receive emails, access the internet, print data, work with peripheral devices attached to the computer, and safely and correctly back up data.

❖ **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 8.1** interface
- work with **Windows Store** apps
- personalise the new user interface
- use several features to optimise the **Windows** operating system
- use **Windows** to install, update and uninstall programs
- work with desktop programs
- understand the history of word procesing 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 **Window's** 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
- understand the various types of software

❖ **Prerequisites**

Operate a Personal Computer - Microsoft Windows 8.1 assumes little or no knowledge of computing.

❖ **Topic Sheets**

158 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 Thursday, April 16, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.

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