Operate a Personal Computer

Microsoft Windows 8.1

INFOCUS COURSEWARE

❖ **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.

Product Information

Operate a Personal Computer
Microsoft Windows 8.1

WATSONIA PUBLISHING

InFocus Courseware

Contents

Product Information

AUSTRALIAN MADE & OWNED

Data Storage on Your Computer
Understanding Data Storage in Windows
Understanding File Explorer
Opening File Explorer
Viewing Storage Devices Using File Explorer
Viewing Network Connections
Understanding USB Flash Drives
Understanding Folder Hierarchy
Navigating the Folder Hierarchy
Understanding Files
Creating a Simple File
Exploring Files in Windows
Copying Files to a USB Flash Drive

Printing
Understanding Printing in Windows
Viewing Available Printers
Installing a USB Printer
Setting the Default Printer
Pausing a Printer
Printing Files From File Explorer
Printing From Windows Apps

Backing Up and Restoring Data
Understanding Backup and Restore Options
Preparing Files for Backup
Setting Up File History
Performing a Manual Backup
Restoring Files From a Backup

Software
Types of Software
Software Versions
Operating System Software
Differences Between Windows 8 and OS X
Installing Windows 8
Application Software
Command Line Operating Systems
Graphical User Interface
Systems Development
Activity - Software

Product Information

AUSTRALIAN MADE & OWNED