Operate A Personal Computer
ICAICT101A

Microsoft Windows 7

WATSONIA PUBLISHING

INFOCUS COURSEWARE

❖ **General Description**

The skills and knowledge acquired in *Operate A Personal Computer ICAICT101A* 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
➢ gain an overview of *Windows* 7 including windows and menus
➢ personalise your computer and the desktop
➢ optimise *Windows* and clean up your computer
➢ use *Windows* 7 to install, update and uninstall programs
➢ use the *Start* menu and *Taskbar* to open and manage programs
➢ use *Microsoft Word 2010* to create a basic word processed document
➢ create, receive and manage email messages
➢ understanding the security and safety features of *Windows* 7
➢ understand data storage and navigate your computer's drives, folders and files
➢ manage your printer and printing tasks in *Windows* 7
➢ back up and restore your files and the computer

❖ **Target Audience**

This unit applies to people who require basic IT literacy skills to operate a personal computer in a small office environment, such as hospitality industry, real estate office, medical centre, and school office.

❖ **Prerequisites**

This unit assumes little or no knowledge of computing.

❖ **Pages**

142 pages

❖ **Student Files**

Some of the topics in this unit 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 *INF902*.

❖ **Includes**

This *Unit Workbook* includes:
✓ Competency unit mapping
✓ Complete and comprehensive learning resources

❖ **Formats Available**

❖ *A4* Black and White, *A5* Black and White (quantity order only), *A5* Full Colour (quantity order only), Electronic licence
❖ Available also as a *Reference Booklet* (Product Code: *RB - INF902*)

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WP:
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Curriculum Series ICT11

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