# ICAICT201A Use Computer Operating Systems and Hardware

## Microsoft Windows 8.1

**WATSONIA PUBLISHING**

**INFOCUS COURSEWARE**

❖ **General Description**

ICAICT201A Use Computer Operating Systems and Hardware describes the performance outcomes, skills and knowledge required to select, configure and use computer operating systems and basic computer hardware.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- understand some of the wider implications of working with computers
- explain the various hardware components of the computer
- understand the various types of software
- work with the basic components of the *Windows 8.1* interface
- work with *Windows Store* apps
- work with desktop windows
- use *Windows* to install, update and uninstall programs
- understand data storage and navigate your computer's drives, folders and files
- navigate the folder hierarchy and work with folders
- manage files on your 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 *File Explorer*
- personalise the new user interface
- manage your printer and printing tasks in *Windows*
- use several features to optimise the *Windows* operating system
- manage user accounts
- work with *Window's* security features
- back up and restore data
- access the command line interface in *Windows*

❖ **Prerequisites**

ICAICT201A Use Computer Operating Systems and Hardware assumes little or no knowledge of Microsoft Windows 8.1.

❖ **Topic Sheets**

199 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**.

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## Product Information

# ICAICT201A Use Computer Operating Systems and Hardware

## Microsoft Windows 8.1

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## Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to select, configure and use computer operating systems and basic computer hardware.

| | Performance Criteria | Location |
|---|---|---|
| **1** | **Identify operating system and hardware components** | |
| 1.1 | Determine ICT organisational requirements and specifications | Chapter 1: Healthy Computing, Chapter 18: Security and Protection, Chapter 19: Backing Up and Restoring Data |
| 1.2 | Identify and select the operating system | Chapter 3: Software |
| 1.3 | Identify appropriate external hardware components | Chapter 2: Computer Hardware |
| 1.4 | Identify internal hardware components | Chapter 2: Computer Hardware |
| **2** | **Install and configure operating system and application software with hardware components** | |
| 2.1 | Install and configure operating system to meet organisational requirements | Chapter 3: Software, Chapter 14: Personalising the User Interface, Chapter 17: User Accounts |
| 2.2 | Identify functions associated with the operating system and associated boot process | Chapter 3: Software, Chapter 4: Starting Off With Windows 8 |
| 2.3 | Configure power management settings to minimise power consumption as an environmentally sustainable measure | Chapter 16: Optimising Windows |
| 2.4 | Use both the graphical user interface and the command line interface to perform basic tasks | Chapter 5: Working With Windows Apps, Chapter 6: Looking at Desktop Windows, Chapter 8: Data Storage on Your Computer, Chapter 9: Working With Folders, Chapter 10: Working With Files, Chapter 11: Working With Libraries, Chapter 12: The Recycle Bin, Chapter 13: Favourite Locations in Windows, Chapter 15: Printing, Chapter 20: The Command Line Interface |
| 2.5 | Install or upgrade application software onto the operating system and hardware configuration | Chapter 7: Working With Programs |
| 2.6 | Determine the relationship between an application program, the operating system and hardware | Chapter 2: Computer Hardware, Chapter 3: Software, Chapter 7: Working With Programs |
| 2.7 | Identify general differences between the different computer platforms and their respective operating systems | Chapter 3: Software |
| **3** | **Optimise operating system and hardware components** | |
| 3.1 | Optimise operating system, using included tools or third-party utilities | Chapter 16: Optimising Windows, Chapter 19: Backing Up and Restoring Data |
| 3.2 | Customise the graphical user interface | Chapter 11: Working With Libraries, Chapter 13: Favourite Locations in Windows, Chapter 14: Personalising the User Interface, Chapter 16: Optimising Windows |
| 3.3 | Use techniques unique to the command line interface | Chapter 20: The Command Line Interface |
| 3.4 | Set up and configure external hardware components and check functionality | Chapter 15: Printing |
| 3.5 | Install drivers as appropriate and check functionality | Chapter 15: Printing |