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Course Code: ECDL2v50

ECDL 5.0 Module 2
IT User Fundamentals

Overview

In Module 2 the candidate will learn about some of the common functions of a personal computer and its operating system. The candidate will learn how to adjust main settings, use the built in help features and deal with a non-responding application. The candidate will learn how to operate effectively within the desktop environment and work with desktop icons and windows. The candidate will learn how to manage and organise files and folders, and how to duplicate, move and delete files and folders, and how to compress and extract files. The candidate will also learn how to use simple editing tools and the print management facilities available within the operating system. This module also introduces some important health and safety issues, basic it management skills and security/privacy options.

Target Audience

This publication is intended for people who wish to prepare for Module 2 - IT User Fundamentals of the ECDL 5.0 syllabus.

Pre-requisites

There are no prerequisites for this module. However, any experience you have with computers or the Windows environment will be beneficial.

Objectives

At the completion of ECDL 5.0 Module 2, you should be able to:

- set up a computer safely and start/exit Windows
- work with screen elements known as windows
- recognise common desktop icons, and know how to arrange and remove them
- use application programs in Windows
- understand how data storage works in Windows XP
- work with Windows Explorer and folders
- create and manage file folders
- manage files contained in file folders
- manage deleted files that have been placed in the Recycle Bin
- use the Search facility in Windows to locate files on your computer
- create and work with shortcuts
- use the print facilities in Windows
- change the appearance of the Windows desktop
- adjust Windows settings to reflect currency and date formats for a specific country or region
- open Notepad and use it to work with text files
- compress and extract files and folders

- access help and work safely with a computer
- perform basic system maintenance on your computer
- use some of the utilities in Windows XP to make it perform better
- appreciate health and safety as well as environmental factors involved in using computers
- identify the areas in computing that need to be secure and protected.
- understand how coypright and data protection applies to information technology

Course Duration is 35.3 hrs

** Approximate duration should be used as a guide only. Actual duration will depend upon the skills, knowledge, and aptitude of the participants.*

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Contents

The course focuses on practical work within ECDL 5.0 Module 2 giving learners ample opportunity to use their newly acquired skills through a series of graded exercises.

Getting Started

- Starting Windows XP
- The Windows XP Screen
- The Windows XP Interface
- Pointing Devices
- Working With A Pointing Device
- Understanding Menus
- Accessing Menus Using A Pointing Device
- Accessing Menus Using The Keyboard
- Using Short-cut Menus
- Turning Off Your Computer
- Performing A Restart

Working With A Window

- The Anatomy Of A Window
- Maximising And Minimising
- Resizing A Window
- Moving A Window
- Scrolling In A Window
- Working With Multiple Windows
- Closing A Window
- Understanding Dialog Boxes
- Dialog Box Controls

Desktop Icons

- Common Desktop Icons
- Arranging Desktop Icons
- Selecting And Moving Desktop Icons

Using Applications

- Starting An Application From The Start Menu
- Starting An Application From A Folder
- Opening Multiple Applications
- Managing Multiple Applications
- Minimising And Restoring Applications
- Closing Applications
- Accessing Recently Used Applications
- Viewing Installed Applications
- Installing A New Application
- What Happens During Installation
- Uninstalling An Application
- Capturing A Screen Image

Data Storage In Windows

- Measuring Storage
- Storage Devices In Windows
- Using My Computer To Access Data
- Using Windows Explorer To Access Data
- Using My Network To Access Data
- Understanding Directory Trees

Windows Explorer

- Starting Windows Explorer
- The Windows Explorer Screen
- Changing The Folder List View
- Navigating The Explorer Bar Hierarchy
- Sorting The List
- Closing Windows Explorer

Working With Folders

- Drives And Folders
- Creating A Folder
- Creating A Hierarchy Of Folders
- Renaming A Folder
- Moving Folders
- Copying A Folder
- Deleting A Folder
- Selecting Folders
- Copying Folders To Another Drive
- Moving Folders To Another Drive
- Deleting A Folder Hierarchy

Working With Files

- Common File Types
- Setting Up Windows Explorer For Files
- Selecting Files
- Selecting Multiple Files
- Moving Files
- Copying Files
- Copying Over Existing Files
- Deleting Files
- Deleting A Folder With Files
- Undoing Actions
- Changing Files To Read Only
- Changing Files To Read And Write
- Understanding File Associations
- Renaming Files
- Copying Files To Another Drive
- Moving Files To Another Drive
- Burning Files To CD
- Viewing Recent Documents

The Recycle Bin

- Sending Files To The Recycle Bin
- Examining The Recycle Bin
- Restoring Deleted Items
- Restoring Deleted Files
- Restoring Deleted Folders
- Emptying The Recycle Bin
- Changing The Recycle Bin Settings
- Accessing The Recycle Bin From The Desktop

Finding Files

- Finding A File By Name
- Finding A Folder By Name
- Narrowing The Search To A Folder
- Using Wildcards For Searching
- Finding Files By Date
- Finding Files By Type
- Finding Files By Size
- Finding Files By Content
- Saving And Reusing A Search

Shortcuts

- Creating A Shortcut To A Folder
- Working With Shortcuts
- Creating A Shortcut To A Document
- Creating A Shortcut To An Application
- Using Desktop Shortcuts

Printing

- How Printing Works
- Checking Available Printers
- Adding A Local Printer
- Changing The Default Printer
- Sharing A Printer
- Adding A Network Printer
- Printing A Document
- Printing Multiple Documents
- Pausing A Printer
- Viewing The Print Queue
- Changing Priorities In The Print Queue
- Purging A Print Job
- Printing From The Queue
- Printing From A Text Editor
- Printer Maintenance And Supplies
- Printer Maintenance (Continued)

Changing The Desktop

- Changing Desktop Themes
- Changing The Desktop Background
- Cleaning Up The Desktop
- Changing The Screen Saver
- Changing The Desktop Appearance
- Changing Screen Settings

Regional Settings

- Setting Your Location
- Changing Number Formats
- Changing Currency Formats
- Changing Date Formats
- Changing Time Formats
- Changing The Current Date And Time
- Synchronising The Date And Time
- Setting A Keyboard Language
- Changing The Keyboard Language
- Changing The Volume Settings

Working With Notepad

- Understanding Text Editing
- Starting Notepad
- Typing Wordwrapped Text
- Saving A Text File
- Opening An Existing Text File
- Closing Notepad

Data Compression

- Understanding Data Compression
- Compressing Files
- Compressing Files And Paths
- Extracting Compressed Files

General Computer Usage

- Obtaining Help – Sources In Print Form
- The Help And Support Centre
- Locating A Help Topic
- Searching For Help
- Using The Help Index
- Backing Up Data
- Glossary Of Windows Terms

Maintaining IT Systems

- Startup checklist
- Routine and Non-Routine Maintenance
- Non-Routine Maintenance and Specialist Help
- Common Error Indicators
- Troubleshooting
- Keeping Up-to-Date
- The Control Panel
- Dealing With Non-Responding Applications
- Cleaning Your Computer

Optimising Windows

- Viewing System Properties
- Setting Performance Options
- Checking Hardware Devices
- Cleaning Up The Desktop
- Performing A Disk Cleanup
- Defragmenting A Hard Disk
- Setting A System Restore Point

Health and Safety and the Environment

- A Good Working Environment
- Setting Up An Ergonomic Workstation
- Breaks And Exercises
- Lighting And Ventilation
- Common Health Problems
- Safety Precautions For The Computer
- Environmentally Friendly Computing
- Minimising Paper Wastage

Security

- Information Security
- Privacy And Computers
- Data Backup
- Storage Medium For Backup
- Hardware Theft
- Computer Viruses
- Fighting Viruses
- Good Anti-Virus Practices
- Spamming

Copyright And The Law

- Copyright
- Copyright And Removable Media
- Checking Product ID
- Alternative Software
- The Data Protection Act
- The Rights Of An Individual
- Legal Issues Of Data Collection
- Confidentiality
- Data and Management Responsibilities
- Data Protection

Concluding Remarks