



INFOCUS COURSEWARE

BSBITU101 Operate A Personal Computer

Microsoft Windows 10



Product Code: INF1740

ISBN: 978-1-925526-68-4

❖ General Description

This publication is mapped to the **BSBITU101 - Operate A Personal Computer** competency. It applies to individuals who perform a range of routine computer tasks in the various sectors of the business services industry and generally work under direct supervision.

❖ Learning Outcomes

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

- understand different types of computers and how they are used
- explain the various hardware components of the computer
- understand the various types of software
- work with the basic components of the **Windows 10** interface
- work with desktop program and app 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 **Quick Access** and shortcuts in **File Explorer**
- use the **Windows** search function
- personalise the user interface
- manage your printer and printing tasks in **Windows**
- learn how to use the **Get Started** app and **Cortana**
- understand some of the wider implications of working with computers

❖ Prerequisites

BSBITU101 Operate A Personal Computer assumes the user has little or no knowledge of computers or the Windows operating system environment.

❖ Topic Sheets

161 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 Tuesday, December 19, 2017 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



INFOCUS COURSEWARE

BSBITU101 Operate A Personal Computer

Microsoft Windows 10



Product Code: INF1740

ISBN: 978-1-925526-68-4

Contents

Computers

- Information Technology and Computers
- Types of Computers
- Types of Personal Computers
- How Computers Are Used
- Computer Performance

Computer Hardware

- The Main Parts of a Personal Computer
- The Central Processing Unit
- Computer Speed
- Computer RAM
- Computer ROM
- External Hardware Components
- Computer Peripherals
- Keyboards
- Input Devices
- Output Devices
- Storage Devices
- Device Connections
- Internal Hardware Devices

Software

- Types of Software
- Software Versions
- Operating System Software
- Application Software
- Graphical User Interface
- Systems Development

Starting With Windows 10

- Turning on the Computer
- Signing in to Windows
- The Desktop
- The Start Menu
- The Taskbar
- The Search the Web and Windows Bar
- Using Windows Search
- Windows Store Apps
- Putting Your Computer to Sleep
- Shutting Down Your Computer

Working With Desktop Windows

- Starting Desktop Programs and Apps
- The File Explorer Window

- Working With the File Explorer Ribbon

- Using the File Explorer Ribbon
- Using the File Tab
- Minimising and Maximising a Window
- Resizing a Window Using a Mouse
- Moving a Window on the Desktop
- Snapping Windows
- Shaking Down Windows
- Scrolling in a Window
- Closing Apps and Programs
- Other Ways to Open Desktop Programs

Working With Programs

- Viewing Installed Programs
- Dealing With Non Responding Programs
- Installing a Program
- What Happens During Installation
- Uninstalling a Program
- Keeping Programs Updated

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

Working With Folders

- Understanding Folder Hierarchy
- Navigating the Folder Hierarchy
- Understanding Personal Folders
- Accessing Your Personal Folders
- Creating a New Folder
- Copying a Folder
- Moving a Folder
- Renaming a Folder
- Deleting a Folder
- Viewing the Hierarchy Path
- Changing Folder Views

Working With Files

- Understanding Files

- Creating a Simple File

- Exploring Files in Windows
- Copying a File
- Renaming a File
- Selecting Files
- Copying Multiple Files
- Replacing Files
- Moving Files
- Copying Files to a USB Flash Drive
- Setting Files as Read Only
- Deleting Files
- Deleting Folders With Files
- Common File Types

Working With Libraries

- Understanding Libraries
- Displaying Libraries
- Exploring Your Libraries
- Creating Folders in a Library
- Creating a Library
- Adding Folders to a Library
- Changing Library Views
- Deleting Folders From a Library
- Deleting a Library

The Recycle Bin

- Understanding the Recycle Bin
- Creating Some Sample Files
- Sending Files to the Recycle Bin
- Restoring Files From the Recycle Bin
- Emptying the Recycle Bin

Quick Access Locations

- Understanding Quick Access Locations
- Adding a Location to Quick Access
- Removing a Location From Favourites

Searching and Sorting Files

- Understanding File Searches in Windows
- Creating a Searchable File
- Searching Using File Explorer
- Searching File Contents Using File Explorer
- Indexing a Folder
- Unindexing a Folder
- Tagging Files for Easier Searches
- Sorting Files in a Folder



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



BSBITU101 Operate A Personal Computer

Microsoft Windows 10



INFOCUS COURSEWARE

Product Code: INF1740

ISBN: 978-1-925526-68-4

Modifying View Settings

Personalising the User Interface

- Customising the Start Menu
- Moving Tiles on the Start Menu
- Changing Tile Size
- Working With Tile Groups
- Turning Live Tiles on and Off
- Removing Tiles From the Start Menu
- Pinning Apps to the Taskbar
- Creating Desktop Shortcut Icons
- Changing the Lock Screen
- Changing the Desktop Background
- Changing Your Account Picture

Printing

- Understanding Printing in Windows
- Viewing Available Printers
- Installing a USB Printer
- Setting the Default Printer
- Pausing a Printer
- Printing Files From File Explorer
- Managing the Print Queue
- Sharing Your Printer With Others
- Connecting to a Network Printer
- Printing From Windows Apps

Help and Support

- The Get Started App
- Setting Up Cortana
- Using Cortana
- Customising Cortana

Healthy Computing

- Work Health and Safety
- Performing a Computer Risk Assessment
- Setting Up an Ergonomic Workstation
- A Good Working Environment
- Breaks and Exercises
- Specifications and Standards
- Influenza in the Workplace
- Social Problems of Computer Addiction



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com

Product Information



BSBITU101 Operate A Personal Computer

Microsoft Windows 10



INFOCUS COURSEWARE

Product Code: INF1740

ISBN: 978-1-925526-68-4

Unit Mapping

This unit describes the skills and knowledge required to start up and use a range of basic functions on a personal computer or business computer terminal.

| | Performance Criteria | Location |
|----------|---|--|
| 1 | Start computer, system information and features | |
| 1.1 | Adjust workspace, furniture and equipment to suit user ergonomic requirements | Chapter 17: Healthy Computing |
| 1.2 | Ensure work meets organisational and work health and safety (WHS) requirements for computer operation | Chapter 17: Healthy Computing |
| 1.3 | Start computer or log on according to user procedures | Chapter 4: Starting With Windows 10 |
| 1.4 | Identify basic functions and features using system information | Chapter 1: Computers, Chapter 2: Computer Hardware, Chapter 3: Software |
| 1.5 | Customise desktop configuration, if necessary, with assistance from appropriate persons | Chapter 14: Personalising the User Interface |
| 1.6 | Use help functions as required | Chapter 16: Help and Support |
| 2 | Navigate and manipulate desktop environment | |
| 2.1 | Open, close and access features by selecting correct desktop icons | Chapter 4: Starting With Windows 10, Chapter 5: Working With Desktop Windows, Chapter 7: Data Storage on Your Computer, Chapter 8: Working With Folders, Chapter 10: Working With Libraries, Chapter 11: The Recycle Bin, Chapter 12: Quick Access Locations |
| 2.2 | Open, resize and close desktop windows by using correct window functions | Chapter 5: Working With Desktop Windows |
| 2.3 | Create shortcuts onto the desktop, if necessary, with assistance from appropriate persons | Chapter 14: Personalising the User Interface |
| 3 | Organise files using basic directory and folder structures | |
| 3.1 | Create folders/subfolders with suitable names | Chapter 8: Working With Folders, Chapter 10: Working With Libraries, Chapter 12: Quick Access Locations |
| 3.2 | Save files with suitable names in appropriate folders | Chapter 9: Working With Files |
| 3.3 | Rename and move folders/subfolders and files as required | Chapter 8: Working With Folders, Chapter 9: Working With Files, Chapter 10: Working With Libraries, Chapter 11: The Recycle Bin |
| 3.4 | Identify folder/subfolder and file attributes | Chapter 8: Working With Folders, Chapter 9: Working With Files |
| 3.5 | Move folders/subfolders and files using cut and paste, and drag and drop techniques | Chapter 8: Working With Folders, Chapter 9: Working With Files |
| 3.6 | Save folders/subfolders and files to appropriate media where necessary | Chapter 7: Data Storage on Your Computer, Chapter 8: Working With Folders, Chapter 9: Working With Files |
| 3.7 | Search for folders/subfolders and files using appropriate software tools | Chapter 13: Searching and Sorting Files |
| 3.8 | Restore deleted folder/subfolders and files as necessary | Chapter 11: The Recycle Bin |
| 4 | Print information | |
| 4.1 | Print information from installed printer | Chapter 15: Printing |
| 4.2 | View progress of print jobs and delete as required | Chapter 15: Printing |
| 4.3 | Change default printer, if installed | Chapter 15: Printing |
| 5 | Shut down computer | |
| 5.1 | Close all open applications | Chapter 5: Working With Desktop Windows |
| 5.2 | Shut down computer according to user procedures | Chapter 4: Starting With Windows 10 |

Product Information



47 Greenaway Street
Bulleen VIC 3105
Australia
ABN 64 060 335 748

Phone: (+61) 3 9851 4000
Fax: (+61) 3 9851 4001
info@watsoniapublishing.com
www.watsoniapublishing.com