



INFOCUS COURSEWARE

# BSBITU101 Operate A Personal Computer

Microsoft Windows 10



Product Code: INF1740

ISBN: 978-1-925526-43-1

## ❖ 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](http://www.watsoniapublishing.com).

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## Contents

### Computers

- Information Technology and Computers
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- Tagging Files for Easier Searches
- Sorting Files in a Folder



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Modifying View Settings

## Personalising the User Interface

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- Moving Tiles on the Start Menu
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- Setting Up an Ergonomic Workstation
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- Influenza in the Workplace
- Social Problems of Computer Addiction



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## 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
<b>1</b>	<b>Start computer, system information and features</b>	
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
<b>2</b>	<b>Navigate and manipulate desktop environment</b>	
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
<b>3</b>	<b>Organise files using basic directory and folder structures</b>	
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
<b>4</b>	<b>Print information</b>	
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
<b>5</b>	<b>Shut down computer</b>	
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

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