



INFOCUS COURSEWARE

ICTICT201 Use Computer Operating Systems and Hardware

Microsoft Windows 10



Product Code: INF1768

ISBN: 978-1-925526-91-2

❖ General Description

The skills acquired in ICTICT201 Use Computer Operating Systems and Hardware will enable you to select, configure and use computer operating systems and basic computer hardware, including configuring the operating system to work with a variety of hardware peripherals and types of information and communications technology (ICT) equipment.

❖ Learning Outcomes

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

- work safely with your computer, consider your impact on the environment and manage files and folders efficiently
- 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 **Windows Store** apps
- 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**
- personalise the user interface
- manage your printer and printing tasks in **Windows**
- use several features to optimise the **Windows** operating system
- manage user accounts
- work with **Windows** security features
- back up and restore data
- access the command line interface in **Windows**

❖ Prerequisites

ICTICT201 Use Computer Operating Systems and Hardware assumes little or no knowledge of Microsoft Windows 10.

❖ Topic Sheets

189 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



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❖ 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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Contents

Healthy Computing

- Work Health and Safety
- Performing a Computer Risk Assessment
- Setting Up an Ergonomic Workstation
- Activity - Ergonomic Workstations
- Breaks and Exercises
- Research - Breaks and Exercises
- Ensuring a Healthy Work Environment
- Research - Healthy Work Environment
- Specifications and Standards

Computer Hardware

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

Software

- Types of Software
- Software Versions
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- Operating System Software
- Differences Between Windows 10 and OS X
- Installing Windows 10
- Command Line Operating Systems
- Graphical User Interface
- Activity - Software

Starting With Windows 10

- What Is Windows
- 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
- Changing the Windows Search Settings
- Windows Store Apps
- Putting Your Computer to Sleep
- Shutting Down Your Computer

Working With Windows Apps

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- Closing Windows Store Apps
- Installing a Windows Store App
- Uninstalling a Windows Store App
- Using Gestures on Touch Screens

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
- Switching Between Open Programs
- 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
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- Renaming a File
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- 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



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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 Quick Access

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
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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

Optimising Windows

- Viewing System Properties
- Checking Hardware Devices
- Tidying Up the Desktop
- Performing a Disk Cleanup
- Understanding Power Options
- Choosing a Power Plan
- Creating a Custom Power Plan

User Accounts

- Understanding User Accounts in Windows
- Creating a Microsoft Account
- Creating a Local Account

- Switching Users
- Changing Your Password
- Changing Your Account Name
- Controlling User Accounts

Security and Protection

- Understanding Computer Security
- Checking Security and Maintenance
- Checking Windows Firewall Settings
- Checking Malware Protection Settings
- Checking Windows Update Settings

Backing Up and Restoring Data

- Understanding Backup and Restore Options
- Preparing Files for Backup
- Setting Up File History
- Performing a Manual Backup
- Restoring Files From a Backup
- Understanding the Action Centre

The Command Line Interface

- Understanding the Command Line Interface
- The DIR Command
- The CD Command
- Redirecting Output
- The CHKDSK Command



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Unit Mapping

This unit describes the skills and knowledge required to select, configure and use computer operating systems and basic computer hardware, including configuring the operating system to work with a variety of hardware peripherals and types of information and communications technology (ICT) equipment.

	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 the 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 With Windows 10
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: Working With 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: Quick Access Locations, 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: Quick Access Locations, 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



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