



INFOCUS COURSEWARE

BSBITU111 Operate A Personal Digital Device

Microsoft Windows 10



Product Code: INF1840

ISBN: 978-1-925873-70-2

❖ General Description

This publication is mapped to the **BSBITU111 - Operate A Personal Digital Device** 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
- learn how to use the **Get Started** app and **Cortana**

❖ Prerequisites

BSBITU111 Operate A Personal Digital Device assumes the user has little or no knowledge of computers or the Windows operating system environment.

❖ Topic Sheets

141 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



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Contents

Computers

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

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- Computer ROM
- External Hardware Components
- Computer Peripherals
- Keyboards
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- Device Connections
- Internal Hardware Devices

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- Software Versions
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- Graphical User Interface
- Systems Development

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- Signing in to Windows
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- Changing Folder Views

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- Exploring Files in Windows
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- Setting Files as Read Only
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- Deleting Folders With Files
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- Changing Library Views
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- Deleting a Library

The Recycle Bin

- Understanding the Recycle Bin
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- Restoring Files From the Recycle Bin
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Quick Access Locations

- Understanding Quick Access Locations
- Adding a Location to Quick Access
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Searching and Sorting Files

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- 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



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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

Help and Support

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



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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
1	Activate personal digital device and access features	
1.1	Activate personal digital device, and access or log on according to user procedures	Chapter 4: Starting With Windows 10
1.2	Identify basic functions and features using system information	Chapter 1: Computers, Chapter 2: Computer Hardware, Chapter 6: Working With Programs
1.3	Customise desktop or application configuration, if necessary, with assistance from appropriate persons	Chapter 14: Personalising the User Interface
1.4	Access help functions as required	Chapter 15: Help and Support
2	Navigate and organise file or application environment	
2.1	Open, close and access features by selecting correct desktop or menu 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	Create shortcuts onto the desktop or menu, if necessary, with assistance from appropriate persons	Chapter 14: Personalising the User Interface
2.3	Create folders/subfolders of files or applications (or similar) with suitable names for personal device	Chapter 8: Working With Folders, Chapter 9: Working With Files
2.4	Download new applications (or similar), with assistance from appropriate persons	Chapter 6: Working With Programs
2.5	Rename and move folders/subfolders of files or applications (or similar) with suitable names	Chapter 8: Working With Folders, Chapter 9: Working With Files, Chapter 10: Working With Libraries
2.6	Use search functions to locate files or applications (or similar)	Chapter 13: Searching and Sorting Files
2.7	Remove files or applications (or similar) as required, with assistance from appropriate persons	Chapter 6: Working With Programs, Chapter 8: Working With Folders, Chapter 9: Working With Files
3	Edit stored information	
3.1	Open relevant file, document, application, or similar	Chapter 4: Starting With Windows 10, Chapter 9: Working With Files
3.2	Edit content of the file, document, application, or similar in accordance with simple instructions	Chapter 9: Working With Files
3.3	Save changes to personal device	Chapter 9: Working With Files
4	Shut down/deactivate personal digital device	
4.1	Save and close all open applications	Chapter 5: Working With Desktop Windows
4.2	Shut down or deactivate personal digital device according to user procedures	Chapter 4: Starting With Windows 10



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