



INFOCUS COURSEWARE

# Operate a Personal Computer

## Microsoft Windows 8.1



WATSONIA PUBLISHING

Product Code: INF880

ISBN: 978-1-925298-69-7

### ❖ General Description

The skills and knowledge acquired in Operate a Personal Computer - Microsoft Windows 8.1 are sufficient to be able to set up and use a personal computer, access files, send and receive emails, access the internet, print data, work with peripheral devices attached to the computer, and safely and correctly back up data.

### ❖ Learning Outcomes

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

- understand what a personal computer is and how it works
- work with the basic components of the **Windows 8.1** interface
- work with **Windows Store** apps
- personalise the new user interface
- use several features to optimise the **Windows** operating system
- use **Windows** to install, update and uninstall programs
- work with desktop programs
- understand the history of word processing and the types of documents that can be word-processed
- create, send and receive an email message in **Microsoft Outlook**
- access the internet
- work with **Windows**' security features
- understand data storage and navigate your computer's drives, folders and files
- manage your printer and printing tasks in **Windows**
- back up and restore data
- understand the various types of software

### ❖ Prerequisites

Operate a Personal Computer - Microsoft Windows 8.1 assumes little or no knowledge of computing.

### ❖ Topic Sheets

158 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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Product Information



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#### Personal Computers

- What Is a Computer
- Hardware and Software
- Personal Computers
- Types of Personal Computers
- The Main Parts of a Personal Computer
- Input Devices
- Output Devices
- Device Connections
- Office Technology Communications

#### Starting Off With Windows 8

- What Is Windows
- Turning on the Computer
- Signing in to Windows
- The Desktop
- The Start Screen
- The Apps View
- The Taskbar
- The App Switcher
- The App Bar
- The Charms Bar
- Displaying Key User Interface Elements
- Putting Your Computer to Sleep
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- Starting Windows Apps From the Start Screen
- Starting Windows Apps From the Apps View
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#### Optimising Windows

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- Performing a Disk Cleanup
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#### Word Processing

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- Understanding the Start Screen
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- The Internet Explorer Screen
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- Closing Internet Explorer

#### Security and Protection

- Understanding Computer Security
- Checking the Action Centre
- Checking Windows Firewall Settings
- Checking Malware Protection Settings
- Checking Windows Update Settings



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### 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
- Understanding Folder Hierarchy
- Navigating the Folder Hierarchy
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- Creating a Simple File
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- Command Line Operating Systems
- Graphical User Interface
- Systems Development
- Activity - Software



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