



INFOCUS COURSEWARE

BSBITU101A Operate A Personal Computer

Microsoft Windows 8.1



Product Code: INF944

ISBN: 978-1-925121-17-9

❖ General Description

This publication is mapped to the **BSBITU101A - Operate A Personal Computer** competency. It is designed for individuals developing their basic skills and knowledge of personal computer operation in preparation for working in a broad range of settings.

❖ Learning Outcomes

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

- understand many of the general concepts of computing such as hardware, software, types of computers and the like
- explain the various hardware components of the computer
- understand the various types of software
- work with the basic components of the **Windows 8.1** interface
- work with **Windows Store** apps
- work with desktop 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 **Favourites** and shortcuts in **File Explorer**
- use the **Windows** search facility
- personalise the new user interface
- manage your printer and printing tasks in **Windows**
- learn how to use **Windows Help** and **Support**
- understand some of the wider implications of working with computers

❖ Prerequisites

BSBITU101A Operate A Personal Computer assumes the user has little or no knowledge of computers or the Windows operating system environment.

❖ Topic Sheets

185 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, April 28, 2015 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

BSBITU101A Operate A Personal Computer

Microsoft Windows 8.1



Product Code: INF944

ISBN: 978-1-925121-17-9

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
- Input and 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 Off With Windows 8

- 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
- Windows Store Apps
- Displaying Key User Interface Elements
- Putting Your Computer to Sleep
- Shutting Down Your Computer

Working With Windows Apps

- Displaying the Start Screen
- Starting Windows Apps From the Start Screen
- Starting Windows Apps From the Apps View
- Displaying the Desktop
- Switching Between Open Apps
- Arranging Apps Side by Side
- Closing Windows Store Apps
- Installing a Windows Store App
- Uninstalling a Windows Store App
- Using Gestures on Touch Screens

Looking at Desktop Windows

- Starting Desktop Programs
- The Anatomy of a Desktop Window
- Expanding and Minimising the Ribbon
- Using the Ribbon
- Accessing the Backstage View
- Minimising and Maximising a Window
- Resizing a Window Using a Mouse
- Moving a Window on the Desktop
- Switching Between Open Programs
- Snapping Two Desktop Programs Side by Side
- Shaking Down Windows
- Scrolling in a Window
- Closing Desktop 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



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

BSBITU101A Operate A Personal Computer

Microsoft Windows 8.1



Product Code: INF944

ISBN: 978-1-925121-17-9

Emptying the Recycle Bin

Favourite Locations in Windows

Understanding Favourite Locations
Adding a Location to Favourites
Removing a Location From Favourites
Restoring Default Favourites
Hiding Favourites

Searching in Windows

Introducing Windows Search
Understanding File Searches in Windows
Creating a Searchable File
Initiating the Windows Search Feature
Using Windows Search
Changing the Windows Search Settings
Searching Unindexed Folders Using File Explorer
Searching File Contents Using File Explorer
Indexing a Folder
Unindexing a Folder
Tagging Files for Easier Searches
Saving a Search
Sorting Files in a Folder
Modifying View Settings

Personalising the User Interface

Adding Tiles to the Start Screen
Moving Tiles on the Start Screen
Changing the Size of the Tiles
Working With Tile Groups
Turning Live Tiles on and Off
Removing Tiles From the Start Screen
Pinning Apps to the Taskbar
Creating Desktop Program Shortcut Icons
Changing the Lock Screen
Changing the Start Screen Background
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 Windows Help and Support Window
Searching Help
Browsing Help
Printing a Help Topic
Browsing Online Help

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



Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to start up a personal computer or business computer terminal; to correctly navigate the desktop environment; and to use a range of basic functions.

| | Performance Criteria | Location |
|----------|--|---|
| 1 | Start computer, system information and features | |
| 1.1 | Adjust workspace, furniture and equipment to suit user ergonomic requirements | Chapter 18: Healthy Computing |
| 1.2 | Ensure work organisation meets organisational and occupational health and safety (OHS) requirements for computer operation | Chapter 18: Healthy Computing |
| 1.3 | Start computer or log on according to user procedures | Chapter 4: Starting Off With Windows 8.1 |
| 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 15: Personalising the User Interface |
| 1.6 | Use help functions as required | Chapter 17: Help and Support |
| 2 | Navigate and manipulate desktop environment | |
| 2.1 | Open, close and access features by selecting correct desktop icons | Chapter 4: Starting Off With Windows 8.1, Chapter 5: Working With Windows Apps, Chapter 6: Looking at Desktop Windows, Chapter 8: Data Storage on Your Computer, Chapter 9: Working With Folders, Chapter 11: Working With Libraries, Chapter 12: The Recycle Bin, Chapter 13: Favourite Locations in Windows |
| 2.2 | Open, resize and close desktop windows by using correct window functions and roles | Chapter 6: Looking at Desktop Windows |
| 2.3 | Create shortcuts from the desktop, if necessary, with assistance from appropriate persons | Chapter 15: Personalising the User Interface |
| 3 | Organise files using basic directory and folder structures | |
| 3.1 | Create folders/subfolders with suitable names | Chapter 9: Working With Folders, Chapter 11: Working With Libraries, Chapter 13: Favourite Locations in Windows |
| 3.2 | Save files with suitable names in appropriate folders | Chapter 10: Working With Files |
| 3.3 | Rename and move folders/subfolders and files as required | Chapter 9: Working With Folders, Chapter 10: Working With Files, Chapter 11: Working With Libraries, Chapter 12: The Recycle Bin |
| 3.4 | Identify folder/subfolder and file attributes | Chapter 9: Working With Folders, Chapter 10: Working With Files |
| 3.5 | Move folders/subfolders and files using cut and paste, and drag and drop techniques | Chapter 9: Working With Folders, Chapter 10: Working With Files |
| 3.6 | Save folders/subfolders and files to appropriate media where necessary | Chapter 8: Data Storage on Your Computer, Chapter 9: Working With Folders, Chapter 10: Working With Files |
| 3.7 | Search for folders/subfolders and files using appropriate software tools | Chapter 14: Searching in Windows |
| 3.8 | Restore deleted folder/subfolders and files as necessary | Chapter 12: The Recycle Bin |
| 4 | Print information | |
| 4.1 | Print information from installed printer | Chapter 16: Printing |
| 4.2 | View progress of print jobs and delete as required | Chapter 16: Printing |
| 4.3 | Change default printer if installed and required | Chapter 16: Printing |
| 5 | Shut down computer | |
| 5.1 | Close all open applications | Chapter 5: Working With Windows Apps, Chapter 6: Looking at Desktop Windows |
| 5.2 | Shut-down computer according to user procedures | Chapter 4: Starting Off With Windows 8.1 |

