



INFOCUS COURSEWARE

ICAICT101A Operate a Personal Computer

Microsoft Windows 8.1



Product Code: INF952

ISBN: 978-1-925179-79-8

❖ General Description

The skills and knowledge acquired in ICAICT101A Operate a Personal Computer 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

❖ Prerequisites

ICAICT101A Operate a Personal Computer assumes little or no knowledge of computing.

❖ Topic Sheets

147 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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Contents

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

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- 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
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- Shutting Down Your Computer

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- Starting Windows Apps From the Start Screen
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- Using the Ribbon
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- Other Ways to Open Desktop Programs

Word Processing

- Understanding Word Processing
- Creating Documents in Word
- Starting Microsoft Word

- Understanding the Start Screen
- Creating a New Blank Document
- Typing Text Into a Document
- Saving Your New Document
- Typing Numbers Into Your Document
- Inserting a Date Into Your Document
- Making Basic Changes to Your Document
- Checking the Spelling in Your Document
- Saving Changes to an Existing Document
- Printing Your Document
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Using Email

- Starting Outlook
- Common Outlook 2013 Screen Elements
- The Mail Screen
- Composing an Email Message
- Creating a New Message
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- Understanding the Inbox
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- Opening an Outlook Data File
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Accessing the Internet

- Before You Begin
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- Starting Internet Explorer From the Desktop
- The Internet Explorer Screen
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- Understanding How to Search Effectively
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- Stopping and Refreshing Pages
- 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
- Understanding Files
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Printing

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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



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Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to operate a personal computer in a home or small office environment.

	Performance Criteria	Location
1	Prepare to use the personal computer	
1.1	Identify physical components and associated peripheral devices of the personal computer to become familiar with the available network	Chapter 1: Personal Computers
1.2	Check physical connectivity of devices to ensure correct operation and performance	Chapter 1: Personal Computers
1.3	Boot up and follow procedures to activate the computer	Chapter 2: Starting Off With Windows 8
2	Manage computer configurations	
2.1	Alter the computer settings to best suit the user	Chapter 4: Personalising the User Interface
2.2	Configure power-management settings to minimise power consumption as an environmentally sustainable measure	Chapter 5: Optimising Windows
2.3	Identify operating system and the application programs loaded on the computer to determine computer capability	Chapter 3: Working With Windows Apps, Chapter 5: Optimising Windows, Chapter 6: Working With Programs
2.4	Conduct basic software installation and removal to improve computer capability	Chapter 3: Working With Windows Apps, Chapter 6: Working With Programs
2.5	Navigate and manipulate desktop environment to create and customise desktop icons and access application programs	Chapter 3: Working With Windows Apps, Chapter 4: Personalising the User Interface, Chapter 7: Using Desktop Programs
3	Access and use basic application programs	
3.1	Open a folder with file documents containing basic office applications, make minor changes and save in a different folder	Chapter 7: Using Desktop Programs, Chapter 8: Word Processing
3.2	Send and retrieve a simple email message using the desktop icon to communicate with other parties	Chapter 9: Using Email
3.3	Access the internet using the web browser to view and conduct basic web information search	Chapter 10: Accessing the Internet
3.4	Use firewall and antivirus and malware scans to reduce security risks and threats in the system	Chapter 11: Security and Protection
4	Access and use basic peripheral devices	
4.1	Access external storage devices to retrieve, copy, move and save information in different mediums and locations	Chapter 12: Data Storage on Your Computer
4.2	Use printer settings on an installed printer to print a document	Chapter 13: Printing
4.3	Access audio visual (AV) devices to view and play a multimedia file	Chapter 12: Data Storage on Your Computer
5	Shut down computer	
5.1	Back up important documents and programs to minimise risk of data loss	Chapter 14: Backing Up and Restoring Data
5.2	Save any work to be retained and close open application programs	Chapter 8: Word Processing
5.3	Shut down computer and switch off any unused peripheral devices	Chapter 2: Starting Off With Windows 8

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