



INFOCUS COURSEWARE

ICAICT201A Use Computer Operating Systems and Hardware

Microsoft Windows 8.1



Product Code: INF962

ISBN: 978-1-925298-08-6

❖ General Description

ICAICT201A Use Computer Operating Systems and Hardware describes the performance outcomes, skills and knowledge required to select, configure and use computer operating systems and basic computer hardware.

❖ Learning Outcomes

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

- understand some of the wider implications of working with computers
- 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**
- personalise the new 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

ICAICT201A Use Computer Operating Systems and Hardware assumes little or no knowledge of Microsoft Windows 8.1.

❖ Topic Sheets

199 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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- Creating Folders in a Library
- Creating a Library
- Adding Folders to a Library
- Changing Library Views
- Deleting Folders From 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
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Favourite Locations in Windows

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Personalising the User Interface

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- Deleting User Accounts

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The Command Line Interface

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- The CHKDSK Command



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Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to select, configure and use computer operating systems and basic computer hardware.

	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 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 Off With Windows 8
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: Looking at 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: Favourite Locations in Windows, 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: Favourite Locations in Windows, 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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