



INFOCUS COURSEWARE

Operate a Personal Computer

Microsoft Windows 10



Product Code: INF980

ISBN: 978-1-925873-60-3

❖ General Description

The skills and knowledge acquired in Operate a Personal Computer - Microsoft Windows 10 are sufficient to be able to operate a personal computer (PC) in a home or small office environment, including accessing files with application programs, sending and retrieving emails, using the internet, using peripheral devices and applying basic security procedures and power management settings. It applies to individuals who require entry level information and communications technology (ICT) knowledge and literacy skills to perform a range of simple operation tasks.

❖ 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 10** interface
- work with **Windows Store** apps
- personalise the user interface
- use several features to optimise the **Windows** operating system
- use **Windows** to install, update and uninstall programs
- work with desktop program and app windows
- 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

Operate a Personal Computer - Microsoft Windows 10 assumes little or no knowledge of computing.

❖ 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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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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- What Is Windows
- Turning on the Computer
- Signing in to Windows
- The Desktop
- The Start Menu
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- The Search the Web and Windows Bar
- Using Windows Search
- Changing the Windows Search Settings
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Using Email

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Data Storage on Your Computer

- Understanding Data Storage in Windows
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- Opening File Explorer
- Viewing Storage Devices Using File Explorer
- Viewing Network Connections
- Understanding USB Flash Drives
- Understanding Folder Hierarchy



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Navigating the Folder Hierarchy
Understanding Files
Creating a Simple File
Exploring Files in Windows
Copying Files to a USB Flash Drive

Printing

Understanding Printing in Windows
Viewing Available Printers
Installing a USB Printer
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Printing From Windows Apps

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
Understanding the Action Centre



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