

# Operate a Personal Computer (Windows XP)

ICAU1128B



<b>Ref No:</b>	<b>DDICAU28A</b>
<b>Elements of Competency</b>	<p><b>Start the Computer</b></p> <ul style="list-style-type: none"><li>▪ Check <i>peripheral device</i> connections for correct position</li><li>▪ Switch on power at both the power point and <i>computer</i></li></ul> <p><b>Access basic system information</b></p> <ul style="list-style-type: none"><li>▪ Insert user name and password as prompted and note access, privacy, security and related conditions of use displayed on introductory screens</li><li>▪ Navigate through the <i>operating system</i> to access <i>system information</i> to identify system configuration and application versions in operation</li><li>▪ Use <i>on-line help functions</i> as required</li></ul> <p><b>Navigate and manipulate desktop environment</b></p> <ul style="list-style-type: none"><li>▪ Create and customise desktop icons</li><li>▪ Select, open and close desktop icons to access <i>application programs</i></li><li>▪ Manipulate application windows and return desktop to original condition</li></ul> <p><b>Organise basic directory/folder structure and files</b></p> <ul style="list-style-type: none"><li>▪ Create and name directories and subdirectories</li><li>▪ Identify <i>attributes</i> of directories</li><li>▪ Move subdirectories between directories</li><li>▪ Rename directories as required</li><li>▪ Access directories and subdirectories via different paths</li></ul> <p><b>Organise files for user and/or organisation requirements</b></p> <ul style="list-style-type: none"><li>▪ Use <i>system browser</i> to search drives for specific files</li><li>▪ Access the most commonly used types of files in the <i>directories</i></li><li>▪ Select, open and rename groups of files as required</li><li>▪ Move files between directories</li><li>▪ Copy files to <i>disk</i></li><li>▪ Restore deleted files as necessary</li><li>▪ Erase and format <i>disks</i> as necessary</li></ul> <p><b>Print information</b></p> <ul style="list-style-type: none"><li>▪ Add a printer if required and ensure correct <i>printer settings</i></li><li>▪ Change the default printer if appropriate</li><li>▪ Print information from an installed printer</li><li>▪ View and delete progress of print jobs as required</li></ul>
<b>No of Pages</b>	118
<b>Audience</b>	This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the core unit of ICAU1128B Operate a Personal Computer (Windows XP). This material is not aimed at technical administrators of a network. This manual is a learning resource and is not an assessment tool.
<b>Pre-requisites</b>	Basic keyboarding skills.
<b>Course Length</b>	In a training environment this manual is suitable for approximately 8 hours.
<b>Course Structure</b>	The course contains instructor lead exercises as well as examples completed at the students' own pace.

**Elements of Competency**

**What is Windows XP?**

Starting Windows XP

The Desktop

**The Desktop**

**The Taskbar**

Window Buttons

**Typing a Document**

Saving a File

**Files and Folders**

Files

Folders

Naming a Folder

Opening a Folder

Moving Files between Folders

Skill Builder

Renaming a Folder

Renaming a File

Copying Folders

Pasting the Folder

**Moving and Sizing Folders**

**Deleting Files and Folders**

**The Recycle Bin**

Restoring a File

Deleting Shortcuts and Tips

Emptying the Recycle Bin

**Files and Folders Exercise**

**The Control Panel**

Date and Time

Display

Background

Screen Saver

Appearance

What's This?

Desktop Themes

Saving a Theme

Regional and Language Options

Mouse Settings

**Printers**

Adding a Printer

The Printers and Faxes Folder

Setting a Default Printer

Printing a Document

Choosing a Printer

Viewing the Print Queue

Pausing a Print Job

Deleting a Print Job

**Creating a Shortcut**

Starting Search

Creating the Shortcut

Pin to Start Menu

Renaming a Start Menu Command

**Drag and Drop**

Drag and Drop to the Start Menu

Starting Paint

**My Computer**

The Window Display

Viewing the Contents of Folders

Copying a File Using The Toolbar

Renaming a File

Viewing and Sorting the List

Creating a new Folder

**Moving Files**

Moving Multiple Files

Saving a File to a Folder

Opening a File

Moving Folders

Copying a Folder

Deleting a Folder

Copying to a Floppy Disk

File and Folder Attributes

Deleting Files

**Formatting Disks**

**Copying between Applications**

Drawing a Logo

Starting WordPad

Selecting and Copying the Logo

Resizing the Logo

Tiling Windows

Recycling the Logo

**Using Help and Support**

Help and Support Center

The Help Toolbar

Using the Index

Changing Views

Adding a Help Page to Favorites

Printing a Topic

ScreenTips

Using Search

Using History

**Shutting Down**

# Operate a Word Processing Application – Word 2003

ICAU1129B



**Ref No:  
Elements of  
Competency**

**DDICAU29A**

## **Create documents**

- Open word processing application and create/open document and add data according to information requirements
- Use document templates as required
- Use simple formatting tools when creating the document
- Save document to correct directory

## **Customise basic settings to meet page layout conventions**

- Adjust page layout to meet information requirements
- Open and view different toolbars
- Change font format to suit the purpose of the document
- Change alignment and line spacing according to document information requirements
- Modify margins to suit the purpose of the document
- Open and switch between several documents

## **Format document**

- Use formatting features and styles as required
- Highlight and copy text from another area in the document or from another active document
- Insert headers and footers to incorporate all necessary data
- Save document in another file format
- Save and close document to disk

## **Create tables**

- Insert a standard table into a document
- Change cells to meet information requirements
- Insert and delete columns and rows as necessary
- Use formatting tools according to style requirements

## **Add images**

- Insert appropriate images in a document and customise as necessary
- Position and resize images to meet the document formatting needs

## **Use mail merge**

- Create simple mailing list in layout suitable for merging
- Create or select another document for merging
- Mail merge list with other document

## **Print documents**

- Preview document in print preview mode
- Select basic print settings
- Print document or part of the document from printer

**No of Pages**

211

<b>Audience</b>	This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the core unit of ICAU1129B Operate a Word Processing Application (Word 2003 Introduction). This manual is a learning resource and is not an assessment tool.
<b>Pre-requisites</b>	Basic keyboarding skills.
<b>Course Length</b>	In a training environment this manual is suitable for approximately 2 days.
<b>Course Structure</b>	The course contains instructor lead exercises as well as examples completed at the students' own pace. A course disk accompanies the manual. A course disk contains the necessary files to complete the manual.

# Operate a Word Processing Application

ICAU1129B



## **Elements of Competency**

Introduction

### **Starting Word**

#### **The Screen**

#### **Opening a Document**

Opening a Second Document

Viewing Open Documents

Using the Taskbar

#### **Closing a Document**

Shortcuts

The Recent File List

### **Moving Around**

Mouse Techniques

Keyboard Techniques

Go To

### **Creating a Letter**

Click and Type

Inserting a Date

Typing the Letter

### **Saving a Document**

The Places Bar

Editing Practice

### **Spelling and Grammar**

Spelling Options

Deleting a Word

Grammar

Correcting as you Type

Checking a whole document

### **Personalised Menus**

Menu Elements

Changing Menu Options

Menu Animations

### **Printing a Document**

Print Preview

Zoom

The Zoom Icon

Printing

Printing Multiple Pages on One Page

### **Formatting Text**

Selecting Text

Character Formatting

Format, Font

Text Animation

Scaling Characters

Character Spacing and Kerning

Changing Case

Correcting Text as you Type

Formatting Exercise

### **AutoCorrect**

Using Predefined Entries

Creating an AutoCorrect Entry

Skill Builder

Exceptions

INitial CAPs

Deleting AutoCorrect

Deleting Exceptions

### **Paragraph Formats**

Alignments

Indents

Using the Ruler for Indents

Numbered Lists

Numbering Type

Customising a Numbered List

Numbering Spacing

Bullets

Bullet Type

Using a Picture Bullet

Bullet Spacing

Paragraph Formatting Exercise

### **Borders and Shading**

The Tables and Borders Toolbar

A Custom Border

Removing a Border

A Shadow Border

### **Shading**

#### **Text Borders**

#### **Page Borders**

Page BorderArt

#### **Paragraph Spacing**

Keyboard Shortcuts

#### **Copying and Moving Text**

Copying Text

Moving Text

Dragging Text

Exercises – Copying and Moving

Collect and Paste

The Clipboard Toolbar

Clearing the Clipboard

Clipboard Options

### **Tables**

Inserting a Table

The Table icon

The Completed Table

Centering the Heading

Formulas

A Second Table

Formatting the Table

Changing Column Widths

Changing Row Heights

Inserting a Column

Text Direction

Text Alignment

Inserting a Row

Splitting Cells

Deleting Rows and Columns

AutoFormat

Table Borders

Deleting a Table

**Drawing a Table**

Using the Eraser  
Moving and Sizing a Table

**Automatic Formatting**

Ordinals and Fractions  
Automatic Formats  
Automatic Bullets  
Automatic Numbers  
Automatic Tables

**The Office Assistant**

Asking a Question  
Displaying Topics  
Printing a Topic  
Other Search Places  
Assistant Options

**Document Formatting**

Margins  
Landscape Printing  
Page Breaks

**Headers and Footers**

Typing a Header  
Header Icons  
Typing a Footer  
Page Numbering  
Using AutoText in the Footer  
Inserting the Filename

**AutoFormats**

The Style Gallery

**Tabs**

Types of Tabs  
Before you Start  
Editing the Tabs  
Leader Characters

**Using Views**

Print Layout View  
Outline View  
Reading Layout View  
Zoom Control

**Drop Caps**

Margin Drop Caps

**Merge Documents**

Example - the Main Document  
Starting the Merge  
Field Names  
New Address List  
Typing the Main Document  
Previewing the Letters  
Performing the Merge  
Exercise - Mail Merge

**Find and Replace**

Finding Text  
Find Options  
Finding all Occurrences  
Replacing Text

**Styles**

Style Characteristics  
Applying Styles  
Updating Styles  
Creating New Styles  
Adding Styles to the Template  
Viewing the Style Area

**AutoText**

Creating an AutoText Entry  
Storing an AutoText Entry  
Using the AutoText Entries

**Sorting**

Sorting Text or Numbers  
Sorting Tables

**Synonyms**

Using the Thesaurus

**Symbols**

Inserting Symbols  
Choosing a different Font Set

**Pictures**

Inserting a Picture  
Previewing a Clip  
Inserting the Picture  
Moving the Picture

**Revision One****Revision Two****Appendix**

Character Quick Keys  
Paragraph Quick Keys  
Inserting Breaks  
Other Handy Keys

# Send & Retrieve Information over the Internet using Browsers & Email

ICAU1133B



**Ref No:** DDICAU33A

**Elements of Competency** **Access the internet**

- Open an internet browser and set a home page of personal choice by setting internet options
- Adjust the display of the internet browser to suit personal requirements
- Modify toolbar to meet user and internet browser needs
- Access a particular website, note privacy and other conditions of use and retrieve data
- Enter a uniform resource locator (URL), in the address line of the internet browser

**Search the internet**

- Locate and select appropriate search engine and define search expressions based on the data required
- Save search expression results and present them in a report according to the information requirements
- Create a bookmark within the internet browser or a link for the required web page and save it in a bookmark folder
- Modify the internet browser options for printing and print a web page
- Close the internet browser

**Research and apply 'netiquette' principles**

- Select search engine and using key word search research the concept of netiquette (or web etiquette)
- Review rules of good online manners from at least two netiquette sites
- Develop a personal list of netiquette principles to be applied to email and newsgroup discussions
- Check that these are consistent with organisational policies

**Send and organise messages**

- Open an email application package and create a new email message
- Add addressee to the email message
- Compose the text of an email message according to organisational guidelines
- Create and add an automatic signature for the user, so that it appears automatically in every new email message that the user creates
- Attach files to the email message, using the attachment feature
- Determine and set a priority for an email message and spell check and edit text as required
- Send the email message
- Reply to received messages and forward as appropriate, using the carbon copy and forward features
- Open and save an attachment to the relevant folder
- Search for an email message and set a priority setting or delete as necessary
- Sort inbox according to sender's name and date received
- Save email messages in a folder
- Compact folder to save space
- Print an email message

**Create an address book**

- Manually add an email address to the email package address book

- Update the address book by transferring the email address from a received message
- Create a distribution list and send out email message

**No of Pages** 111

**Audience** This manual is aimed at people who are studying the Certificate I in Information & Communications Technology ICA10105. It covers the core unit of ICAU1133B Send and Retrieve Information over the Internet using Browsers and Emails. This manual is a learning resource and is not an assessment tool.

**Pre-requisites** Basic keyboarding skills.

**Course Length** In a training environment this manual is suitable for approximately One day.

**Course Structure** The course contains instructor lead exercises as well as examples completed at the students' own pace.

# Send & Retrieve Information over the Internet using Browsers & Email

ICAU1133B



## **Elements of Competency**

### **What is the Internet?**

Internet Explorer  
The Explorer Screen  
Internet Terminology

### **Typing a Web Address**

Browsing from Page to Page  
The Standard Buttons in the toolbar  
Addresses and Links Exercise

### **Printing a Web Page**

Printing Links and Linked Documents  
Typing an Incorrect Address

### **Searching the Web**

Starting the Search  
Search Results  
Search Exercise  
Removing the Search Results  
Another Search  
Using Google  
Using Yahoo!

Saving Search Results

Search Expressions

### **Using Full Screen**

### **Modifying a Toolbar**

### **Working with Graphics**

Downloading a Graphic  
Using a Graphic as Background  
The Quick Launch Toolbar  
Removing the Display of Graphics  
Copyright Issues

### **Page Setup**

### **Screen Resolution**

### **Using History**

History Options

### **Favorites**

Locating a Favorite Site  
Creating a new Folder  
Displaying a Favorites Site  
Adding a Favorite - a Shortcut  
Deleting Favorites

### **Your Home Page**

Changing your Home Page

### **Netiquette**

Netiquette Rules  
Netiquette Exercise

### **Starting Outlook**

### **The Navigation Pane**

### **The Mail Pane**

### **Inbox**

### **Creating a Message**

Addressing a Message  
High Importance  
Viewing Sent Messages

Reading a Mail Message

Replying to a Message

Forwarding a Message

Printing a Mail Message

Deleting a Message

### **Message Options**

Cc and Bcc fields

Setting a Sensitivity flag

Flagging the message for Follow up

Routing replies to another person

### **Spell Check**

Starting the Spell Check

### **Signatures**

Creating a new Signature

Formatting the Signature

Using the Signature

Removing the Signature as Default

### **Creating an email Folder**

Folder Contents

Folder Location

Moving and Sorting Mail Messages

### **Stationery**

### **Mail Attachments**

Attaching a File

Saving an Attachment

Opening an Attachment

### **Address Books**

Using the Address Book

Distribution Lists

Sending mail to a Distribution List

Updating the Address Book

### **Using Search**

### **Mailbox Cleanup**

Archiving Files

Finishing Up