

Operate a Personal Computer (Windows Vista)

ICAU1128B



Ref No: DDICAU287

**Elements of
Competency**

Start the Computer

- Check *peripheral device* connections for correct position
- Switch on power at both the power point and *computer*

Access basic system information

- Insert user name and password as prompted and note access, privacy, security and related conditions of use displayed on introductory screens
- Navigate through the *operating system* to access *system information* to identify system configuration and application versions in operation
- Use *on-line help functions* as required

Navigate and manipulate desktop environment

- Create and customise desktop icons
- Select, open and close desktop icons to access *application programs*
- Manipulate application windows and return desktop to original condition

Organise basic directory/folder structure and files

- Create and name directories and subdirectories
- Identify *attributes* of directories
- Move subdirectories between directories
- Rename directories as required
- Access directories and subdirectories via different paths

Organise files for user and/or organisation requirements

- Use *system browser* to search drives for specific files
- Access the most commonly used types of files in the *directories*
- Select, open and rename groups of files as required
- Move files between directories
- Copy files to *disk*
- Restore deleted files as necessary
- Erase and format *disks* as necessary

Print information

- Add a printer if required and ensure correct *printer settings*
- Change the default printer if appropriate
- Print information from an installed printer
- View and delete progress of print jobs as required

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Audience 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 Vista). This material is not aimed at technical administrators of a network. 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.

Operate a Personal Computer (Windows Vista)

ICAU1128B



Introduction

Elements of Competency

What is Windows Vista?

Starting your PC

Starting Windows

The Desktop

Windows Sidebar

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

The Views Button

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

Emptying the Recycle Bin

Files and Folders Exercise

The Control Panel

Date and Time

Appearance and Personalization

Background

Screen Saver

Customize Colors

Classic Appearance

Themes

Saving a Theme

Regional and Language Options

Mouse Settings

Sidebar and Gadgets

Using the Clock Gadget

Using the Slide Show gadget

Using Feed Headlines

Adding a Gadget

Detaching a Gadget

Removing a Gadget

Closing the Sidebar

Printers

Adding a Printer

Printers

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

Pin to Start Menu

Renaming a Start Menu Command

Exploring Files and Folders

The Window Display

Viewing the Contents of Folders

Creating a New Folder

File Properties

Views Button

The Details Pane

Properties Dialog Box

Searching for Files

Advanced Search

Saving a Search

Copying Multiple Files

Burning a File to Disk

Copying Multiple Files to Disk

Copying to a Floppy Disk

Erasing Disks

Copying between Applications

Drawing a Logo
Error! Bookmark not defined.

Starting WordPad

Selecting and Copying the Logo

Resizing the Logo

Windows Flip 3D

Using Help and Support

Help and Support Toolbar

Browsing Help

Printing a Topic

Definitions

Using Search

Shutting Down

Operate a Word Processing Application – Word 2007

ICAU1129B



Ref No:
Elements of
Competency

DDICAU297

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

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Audience

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 2007 Introduction). 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 2 days.

**Course
Structure**

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 – Word 2007

ICAU1129B



Starting Word

The Screen

The Ribbon

The Office Button

The Quick Access Toolbar

Opening a Document

Opening a Second Document

Using the Taskbar to View Open Documents

Closing a Document

Shortcuts

Recently Used Documents

Moving Around

Mouse Techniques

Keyboard Techniques

Go To

Creating a Letter

Click and Type

Inserting a Date

Typing the Letter

Saving a Document

Editing Practice

Spelling and Grammar

Spelling Options

Deleting a Word

Grammar

Correcting as you Type

Checking the whole document

Printing a Document

Print Preview

Zoom

The Zoom Icons

Printing

Printing Multiple Pages on One Page

Formatting Text

Selecting Text

Character Formatting

The Font Group Buttons

Font Dialog Box Launcher

The Mini Toolbar

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

Paragraph Alignments

Indents

Using the Ruler for Indents

Numbered Lists

Numbering Type

Customising a Numbered List

Numbering Spacing

Bullets

Bullet Style

Using a Picture Bullet

Bullet Spacing

Paragraph Formatting Exercise

Borders and Shading

Applying Borders

Customising Borders

Removing a Border

Applying Shading

Text Borders

Page Borders

Paragraph Spacing

Keyboard Shortcuts

Copying and Moving Text

Copying Text

Moving Text

Dragging Text

Exercise – Copying and Moving

Collect and Paste

The Clipboard Toolbar

Clearing the Clipboard

Clipboard Options

Tables

Inserting a Table

The Table Button

Centring 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 2007 Help Feature

Printing a Topic

Other Help Places

Document Formatting

Margins

Landscape Printing

Page Breaks

Headers and Footers

Typing a Header

Header Icons

Typing a Footer

Page Numbering

Using Fields in the Footer

Inserting the Filename

AutoFormats

The Style Gallery

Tabs

Types of Tabs

Before you Start

Editing the Tabs

Leader Characters

Using Views

Draft View

Print Layout View

Outline View

Reading Layout View

Zoom Control

Zoom Group

Drop Cap

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

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 (2007)

ICAU1133B



Ref No: DDICAU337

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

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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.

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
Another Search
Using Google
Using Yahoo!
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

Favourites

Locating a Favourite Site
Creating a new Folder
Displaying a Favourites Site
Adding a Favourite - a Shortcut
Deleting Favourites

Your Home Page

Changing your Home Page

Netiquette

Netiquette Rules
Netiquette Exercise

Starting Outlook

The Navigation Pane

The Mail Folder

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

Message Options

Cc and Bcc fields
Setting a Sensitivity flag
Flagging the message for Follow up
Directing replies to another person

Signatures

Creating a new Signature
Formatting the Signature
Default Signatures
Using the Signature
Removing the Signature as Default

Creating an e-mail Folder

Folder Contents
Folder Location
Moving Mail Messages

Stationery and Themes

Mail Attachments

Attaching a File
Saving an Attachment
Previewing & Opening an Attachment

Address Books

Using the Address Book
Distribution Lists
Sending Mail to a Distribution List
Updating the Address Book

AutoArchiving

Turning on AutoArchive
AutoArchive Options
Setting Folder Properties
Retrieving Archived Items

Finishing Up

Exiting from Outlook