

# Use Computer Operating System (Win Vista)



ICAU2231B

Ref No: DDICAU2317

## Elements of Competency

### Configure operating system

Configure *operating system* to suit the working environment, including but not limited to setting variables

### Use operating system

Install, upgrade and uninstall *application software* to suit the working environment

Use both the graphical user interface and the command line interface to perform basic tasks

### Optimise operating system

Use operating system and third-party utilities

Customise the graphical user interface

Use techniques unique to the command line interface

### Support input and output devices

Set up input and output devices and check functionality

Install drivers as appropriate and check functionality

## Number of Pages

55

## Audience

This manual is aimed at people who are studying the Certificate II in Information & Communications Technology ICA20105. It covers the core unit of ICAU2231B Use Computer Operating System. This manual is a learning resource and is not an assessment tool.

## Operating System

All instructions and illustrations within this manual were written using Windows Vista operating system. Refer to the manufacturer's instructions if a different operating system is to be utilised.

## Prerequisites

ICAU1128A– Operate a Personal Computer (**Order Code: DDICAU28A or DDICAU287**). It is assumed that participants using this manual have a basic knowledge of the use of a mouse and keyboard.

## Course Length

In a training environment this manual is suitable for approximately 4 hours.

## Course Structure

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

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## **Elements of Competency**

### **Operating System**

#### **Operating system types**

#### **Configuration**

Hardware and Drivers

Installing Hardware

Security and User setup

Mapping Network Drives

Graphical User Interface

Software Updates and Patches

Virus Protection, Spyware and

Firewalls

Windows Variables

Command Line Techniques

#### **Application Software**

#### **Installing Application Software**

Software Upgrades

#### **Running Application Software**

Graphical User Interface

Command Line

#### **Removing Application software**

Software Uninstall

#### **Unit Assessment Record**