

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.

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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