

Operate a Personal Computer (Windows XP)

ICAU1128B



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| Ref No: | DDICAU28A |
| Elements of Competency | <p>Start the Computer</p> <ul style="list-style-type: none">▪ Check <i>peripheral device</i> connections for correct position▪ Switch on power at both the power point and <i>computer</i> <p>Access basic system information</p> <ul style="list-style-type: none">▪ Insert user name and password as prompted and note access, privacy, security and related conditions of use displayed on introductory screens▪ Navigate through the <i>operating system</i> to access <i>system information</i> to identify system configuration and application versions in operation▪ Use <i>on-line help functions</i> as required <p>Navigate and manipulate desktop environment</p> <ul style="list-style-type: none">▪ Create and customise desktop icons▪ Select, open and close desktop icons to access <i>application programs</i>▪ Manipulate application windows and return desktop to original condition <p>Organise basic directory/folder structure and files</p> <ul style="list-style-type: none">▪ Create and name directories and subdirectories▪ Identify <i>attributes</i> of directories▪ Move subdirectories between directories▪ Rename directories as required▪ Access directories and subdirectories via different paths <p>Organise files for user and/or organisation requirements</p> <ul style="list-style-type: none">▪ Use <i>system browser</i> to search drives for specific files▪ Access the most commonly used types of files in the <i>directories</i>▪ Select, open and rename groups of files as required▪ Move files between directories▪ Copy files to <i>disk</i>▪ Restore deleted files as necessary▪ Erase and format <i>disks</i> as necessary <p>Print information</p> <ul style="list-style-type: none">▪ Add a printer if required and ensure correct <i>printer settings</i>▪ Change the default printer if appropriate▪ Print information from an installed printer▪ View and delete progress of print jobs as required |
| No of Pages | 118 |
| 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 XP). 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 8 hours. |
| Course Structure | 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