



CATAPULT

BSBITU101

Operate a personal computer

Windows 7 Edition (Catapult code: BSBITU101_WIN7)

Table of Contents (Extract)

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This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit BSBITU101.

For more information, including using our enhanced online version of this unit in Catapult LMS, or to purchase the Learner or Trainer printed books, please see this unit on our website by clicking this link:

https://catapultlearning.com.au/product/BSBITU101_WIN7/

Trainer/assessor guide

BSBITU101

Operate a personal computer — Windows 7

Welcome to this unit of study

This unit describes the skills and knowledge required to start up and use a range of basic functions on a personal computer or business computer terminal.

It applies to individuals who perform a range of routine computer tasks in the various sectors of the business services industry and generally work under direct supervision.

It may be undertaken as:

- » part of a formal qualification nationally recognised through the Australian Qualifications Framework (AQF)
- » a stand alone unit
- » part of a formal skill set

Contents

About this trainer/assessor guide	4
Learning resource.....	5
Topic 1: Start computer, system information and features.....	5
Adjusting workspace, furniture and equipment	5
Starting computer.....	8
Basic functions and features.....	10
Customising desktop configuration	17
Help functions.....	36
Check your understanding	39
Topic 2: Navigate and manipulate desktop environment.....	41
Desktop icons and shortcuts.....	41
Desktop windows.....	43
Create desktop shortcuts	49
Check your understanding	51
Topic 3: Organise files using basic directory and folder structures.....	53
Creating folders/subfolders.....	53
Saving files.....	57
Renaming and moving folders/subfolders and files	58
Folder/subfolder and file attributes	61
Move folders/subfolders and files	66
Save folders/subfolders and files to appropriate media	69
Searching for folders/subfolders and files	75
Restoring deleted folder/subfolders and files	77
Check your understanding	81
Topic 4: Print information	83
Printing.....	83
Viewing and deleting print jobs	86
Changing default printer.....	88
Check your understanding	89
Topic 5: Shut down computer.....	91
Closing all open applications.....	91
Shutting down computer	93
Check your understanding	95
Assessment workbook.....	97
Unit information.....	99
What is competency-based assessment?.....	100
How will my competency be assessed?.....	101
Assessment agreement.....	102
Foundation skills checklist.....	103

Skills recognition	104
Topic 1: Start computer, system information and features.....	105
Topic 2: Navigate and manipulate desktop environment.....	106
Topic 3: Organise files using basic directory and folder structures.....	107
Topic 4: Print information.....	108
Topic 5: Shut down computer.....	109
Knowledge questions	110
Topic 1: Start computer, system information and features.....	111
Topic 2: Navigate and manipulate desktop environment.....	117
Topic 3: Organise files using basic directory and folder structures.....	120
Topic 4: Print information.....	128
Topic 5: Shut down computer.....	130
Performance tasks	131
Third party evidence collection agreement.....	132
Topic 1: Start computer, system information and features.....	133
Topic 2: Navigate and manipulate desktop environment.....	136
Topic 3: Organise files using basic directory and folder structures.....	137
Topic 4: Print information.....	140
Topic 5: Shut down computer.....	143
Completion record	144
Unit mapping and assessment checklist	145
Trainer/ assessor user instructions	148

About this trainer/assessor guide

Learning resource

The learning resource is divided into the following topics:

- » Start computer, system information and features
- » Navigate and manipulate desktop environment
- » Organise files using basic directory and folder structures
- » Print information
- » Shut down computer

Each topic provides information to help you gain the skills and knowledge required to perform the work tasks to which they refer. Read the information and practise the skills described. You should also take the opportunity to undertake additional independent research. Your trainer/assessor may also provide supplementary information including interpretation of the contents of this resource.

At the end of each topic is:

- » a set of true or false questions
- » a set of multiple choice questions

These questions provide an opportunity to check your understanding and progress. They are self-marking and do not form part of the assessment for the unit.

Assessment workbook

To have this unit recognised as a formal qualification you need to have your skills and knowledge assessed. The assessment workbook provides:

- » information on competency-based assessment
- » instructions on how you will be assessed
- » assessment tools to assess your competence
- » instructions on how to complete the assessment tasks within each assessment tool

To be assessed as competent you need to provide evidence that you have the skills and knowledge to undertake the requirements of this unit. This assessment of competency is made by a qualified trainer/assessor from a registered training organisation. You must complete all the assessments as directed by your trainer/assessor to the required standard. It is not necessary to work through the guide in the order in which it is written. However this is at the discretion of your trainer/assessor.

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