# CATAPULT

# ICTICT101

**Operate a personal computer**

**using Windows 7 (Catapult code: ICTICT101_WIN7)**

# Table of Contents (Extract)

**NOTE: This is a sample only. This cover page is not included in Catapult Smallprint's printed books.**

**This Table of Contents extract is taken from Catapult Smallprint's full hardcopy Trainer/Assessor Guide for the unit ICTICT101.**

**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/ICTICT101_WIN7/**

# Trainer/assessor guide

# ICTICT101
# Operate a personal computer — Windows 7

## Welcome to this unit of study

This unit describes the skills and knowledge required to operate a personal computer (PC) in a home or small office environment, including accessing files with application programs, sending and retrieving emails, using the internet, using peripheral devices and applying basic security procedures and power management settings.

It applies to individuals who require entry level information and communications technology (ICT) knowledge and literacy skills to perform a range of simple operation tasks.

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

## Learning resource

The learning resource is divided into the following topics:

- ›› Prepare to use the personal computer
- ›› Manage computer configurations
- ›› Access and use basic application programs
- ›› Access and use basic peripheral devices
- ›› 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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