



CATAPULT

ICTICT101

Operate a personal computer

using Windows 8 (Catapult code: ICTICT101_WIN8)

Table of Contents (Extract)

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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_WIN8/

Trainer/assessor guide

ICTICT101

Operate a personal computer — Windows 8

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	4
Learning resource.....	5
Topic 1: Prepare to use the personal computer.....	5
Physical components and peripheral devices.....	5
Checking connectivity.....	8
Booting the computer	14
Check your understanding	19
Topic 2: Manage computer configurations	21
Alter the computer settings to best suit the user	21
Power management.....	29
Operating systems and application programs.....	33
Software installation and removal.....	38
The desktop environment	43
Check your understanding	51
Topic 3: Access and use basic application programs.....	53
Folders.....	53
Email messages.....	57
Access the internet using the web browser	64
Reducing security risks and threats	69
Check your understanding	75
Topic 4: Access and use basic peripheral devices	77
External storage devices	77
Use printer settings on an installed printer to print a document.....	85
Access audio-visual (AV) devices	88
Check your understanding	91
Topic 5: Shut down computer.....	93
Minimising the risk of data loss	93
Saving work	99
Check your understanding	101
References.....	103
Assessment workbook.....	105
Unit information.....	107
What is competency-based assessment?.....	108
How will my competency be assessed?.....	109
Assessment agreement.....	110
Foundation skills checklist.....	111
Skills recognition.....	112
Topic 1: Prepare to use the personal computer.....	113
Topic 2: Manage computer configurations	114
Topic 3: Access and use basic application programs.....	115
Topic 4: Access and use basic peripheral devices	116
Topic 5: Shut down computer.....	117

Knowledge questions	118
Topic 1: Prepare to use the personal computer	119
Topic 2: Manage computer configurations	125
Topic 3: Access and use basic application programs	135
Topic 4: Access and use basic peripheral devices	140
Topic 5: Shut down computer	146
Performance tasks.....	150
Third party evidence collection agreement	151
Topic 1: Prepare to use the personal computer	152
Topic 2: Manage computer configurations	153
Topic 3: Access and use basic application programs	154
Topic 4: Access and use basic peripheral devices	155
Topic 5: Shut down computer	156
Completion record.....	157
Unit mapping and assessment checklist	158
Trainer/ assessor user instructions.....	161

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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