



ICA10105
Certificate I in Information Technology



ICAU1128B

Operate a Personal Computer

(20hrs)



ICAU1128B: Operate a Personal Computer

Description

This unit defines the competency required to operate a personal computer, including starting the PC, logging in, using and understanding desktop icons and their links to underlying programs, navigating a directory structure, saving work, printing, closing down the PC. The following unit is linked and forms an appropriate cluster:

ICAU1129B Operate a word processing application

(No licensing, legislative, regulatory or certification requirements apply to this unit at the time of publication.)

Employability Skills

This unit contains employability skills.

Unit Sector

Use

Performance Criteria

Element	Performance criteria
1. Start the computer	<ul style="list-style-type: none">1.1 Check peripheral device connections for correct position1.2 Switch on power at both the power point and computer
2. Access basic system information	<ul style="list-style-type: none">2.1 Insert user name and password as prompted and note access, privacy, security and related conditions of use displayed on introductory screens2.2 Navigate through the operatingsystem to access system information to identify system configuration and application versions in operation2.3 Use on-line help functions as required
3. Navigate and manipulate desktop environment	<ul style="list-style-type: none">3.1 Create and customise desktop icons3.2 Select, open and close desktop icons to access applicationprograms3.3 Manipulate application windows and return desktop to original condition
4. Organise basic directory/folder structure and files	<ul style="list-style-type: none">4.1 Create and name directories and subdirectories4.2 Identify attributes of directories4.3 Move subdirectories between directories4.4 Rename directories as required4.5 Access directories and subdirectories via different paths
5. Organise files for user and/or organisation	<ul style="list-style-type: none">5.1 Use system browser to search drives for specific files

requirements	5.2 Access the most commonly used types of files in the directories
	5.3 Select, open and rename groups of files as required
	5.4 Move files between directories
	5.5 Copy files to disk
	5.6 Restore deleted files as necessary
	5.7 Erase and format disks as necessary
6. Print information	6.1 Add a printer if required and ensure correct printer settings
	6.2 Change the default printer if appropriate
	6.3 Print information from an installed printer
	6.4 View and delete progress of print jobs as required
7. Shut down computer	7.1 Save any work to be retained and close all open application programs correctly
	7.2 Shut down computer correctly

Skills and Knowledge

Required skills

- Saving and retrieving files to various locations
- Mouse management (button usage) for different applications
- Reading and writing at a level where basic workplace documents are understood
- Ability to communicate with peers and supervisors
- Seeking assistance and expert advice
- Interpretation of user manuals and help functions
- The ability to input user access details for accessing a personal computer (PC) (possibly a networked environment)

Required knowledge

- Basic keyboarding skills
- Computer functions
- Basic parts of a computer and various hardware components
- Storage devices and basic categories
- Basic software operation

Range statement

The range statement relates to the unit of competency as a whole. It allows for different work environments and situations that may affect performance. Bold italicised wording, if used in the performance criteria, is detailed below. Essential operating conditions that may be present with training and assessment (depending on the work situation, needs of the candidate, accessibility of the item, and local industry and regional contexts) may also be included.

Peripheral device may include but is not limited to:

- mouse
- keyboard
- visual display unit
- monitor
- printer

Computer may include:

- laptops
- workstations

Application programs may include:

- servers
- other devices
- database programs
- word processors
- email programs
- internet browsers
- system browsers
- spreadsheets

Operating System may include but is not limited to:

- Linux 7.0 or above
- Windows 2000 or above
- Apple OS X or above

System information may include but is not limited to:

- hardware and software components that run a computer

On-line help functions

- An instruction manual or a portion of the manual, integrated into the program

Attributes

- Indicates several properties of the directory. For example, they indicate whether the directory is read-only, whether it needs to be backed up, and whether it is visible or hidden

System browser may include but is not limited to:

- Windows Explorer
- Konqueror

Disks may include but are not limited to:

- floppy disks
- CDs
- CD-RW (compact disks-read write)
- DVD RW
- zip disks
- flash drives
- solid state hard drives

Printer settings may include:

- layout
- paper size
- paper tray
- cartridge type
- number of copies
- orientation

Information may include but is not limited to:

- documents
- test pages
- web pages
- other output

Evidence Guide

The evidence guide provides advice on assessment and must be read in conjunction with the performance criteria, required skills and knowledge, range statement and the Assessment Guidelines for the Training Package.

Overview of assessment

Critical aspects for assessment and evidence required to demonstrate competency in this unit

Evidence of the following is essential:

- Assessment must confirm the ability to use software, navigate around the desktop, use system features to perform tasks, and save results of work.

To demonstrate competency in this unit the person will require access to:

- Personal computer
- Printer
- Mouse and keyboard

Context of and specific resources for assessment

- Monitor
- Basic software

Using a personal computer is an essential business function and basic core skill in most workplaces. Demonstration of this competency will require:

- Knowledge of PC operations in a narrow range of areas
- Basic PC practical skills
- Performing a sequence of routine tasks after having received clear direction
- Receiving and passing on messages and information.

The breadth, depth and complexity of knowledge and skills in this competency would prepare a person to perform a defined range of activities many of which may be routine and predictable.

Assessment must ensure:

- Demonstration of knowledge by recall in a narrow range of areas; demonstrating basic practical skills, such as the use of relevant tools and applications; performing a sequence of routine tasks given clear direction; and receiving and passing on messages or information.
- Applications may include a variety of employment related skills including preparatory access and participation skills, broad-based induction skills and/or specific workplace skills. They may also include participation in a team or work group.

Method of assessment

The purpose of this unit is to define the standard of performance to be achieved in the workplace. In undertaking training and assessment activities related to this unit, consideration should be given to the implementation of appropriate diversity and accessibility practices in order to accommodate people who may have special needs.

Additional guidance on these and related matters is provided in ICA05 Section 1

- Competency in this unit should be assessed using summative assessment to ensure consistency of performance in a range of contexts. This unit can be assessed either in the workplace or in a simulated environment. However, simulated activities must closely reflect the workplace to enable full demonstration of competency.
- Assessment will usually include observation of real or simulated work processes and procedures and/or performance in a project context as well as questioning on underpinning knowledge and skills. The questioning of team members, supervisors, subordinates, peers and clients where appropriate may provide valuable input to the assessment process. The interdependence of units for assessment purposes may vary with the particular project or scenario.

Guidance information for assessment

Holistic assessment with other units relevant to the industry sector, workplace and job role is recommended, for example:

- ICAU1129B Operate a word processing application

An individual demonstrating this competency would be able to:

- Demonstrate knowledge by recall in a narrow range of areas
- Demonstrate basic practical skills, such as the use of

relevant tools

- Perform a sequence of routine tasks given clear direction
- Receive and pass on messages and information
- Maintain knowledge of industry products and services

Lets get started...



COMET BAY COLLEGE
Certificate I in Information Technology ICAU10105

ICAU1128B OPERATE A PERSONAL COMPUTER

Organising Files / Internet Access



1. In your school account, set up a new folder and name it **Cert I Information Technology**.
2. Within this folder you need to set up seven (7) sub-folders and name them as follows

- CAU1128B Operate a personal computer
- CAU1129B Operate a word processing application
- CAU1131B Send and retrieve information using web browsers and email
- CAU1131B Operate a database operation
- CAU1130B Operate a spreadsheet application
- CAU1132B Operate a presentation package
- CAU1204B Locate and use relevant online information

3. **CREATE A MOTIVATIONAL POSTER**

- Download an inspirational photo from the net or use your own photo and save it to the sub-folder **ICAU1128B Operate a personal computer**.
- Find an appropriate inspirational **title** and **saying** to match the image you have chosen. You can research this on the internet as well.
- Go to <http://bighugelabs.com/flickr/> **DO NOT SIGN UP** - the activity we are using is free.
- Click on the framed example – 'Create a custom motivational poster for free.....'
- Choose a photo:
- Choose a file on your computer to upload your photos to.
- Browse an image (go to your photos you uploaded from the internet and select one)



Continued over page...

- Keep these parts of your photo visible if you think you may need to crop it to fit the frame:**



Formatting your poster...

On this occasion we will not go into colour selection and process. We will use the current default colours for our first project!

Title: Type in your title using capitals (*It is best to choose a one or two word title*)

Title+border: #ffffff

Motivational text: #ffffff


Background: #000000

Choose your font (lettering style)

Roman (default)  **choose the font**

Format your Motivational Statement text

Motivational text: You've got room to type in three lines of text. It is best to keep it short.

Plain (default)  **choose font**

This is where you can claim your artistic rights and add your name to it as the creator!



Click on the add credit radio button.

Click on the 'CREATE' option.

BE PATIENT – It takes some time to come up!!

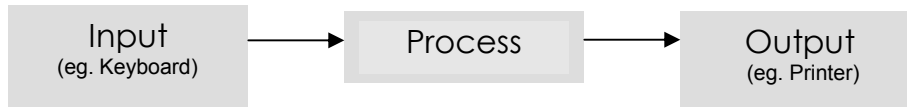
Save your work...

- Save the poster to:**
ICAU1128B Operate a personal computer and name it '**MOTIVATIONAL POSTER**'
- Print a copy for your evidence file.

Project Complete!

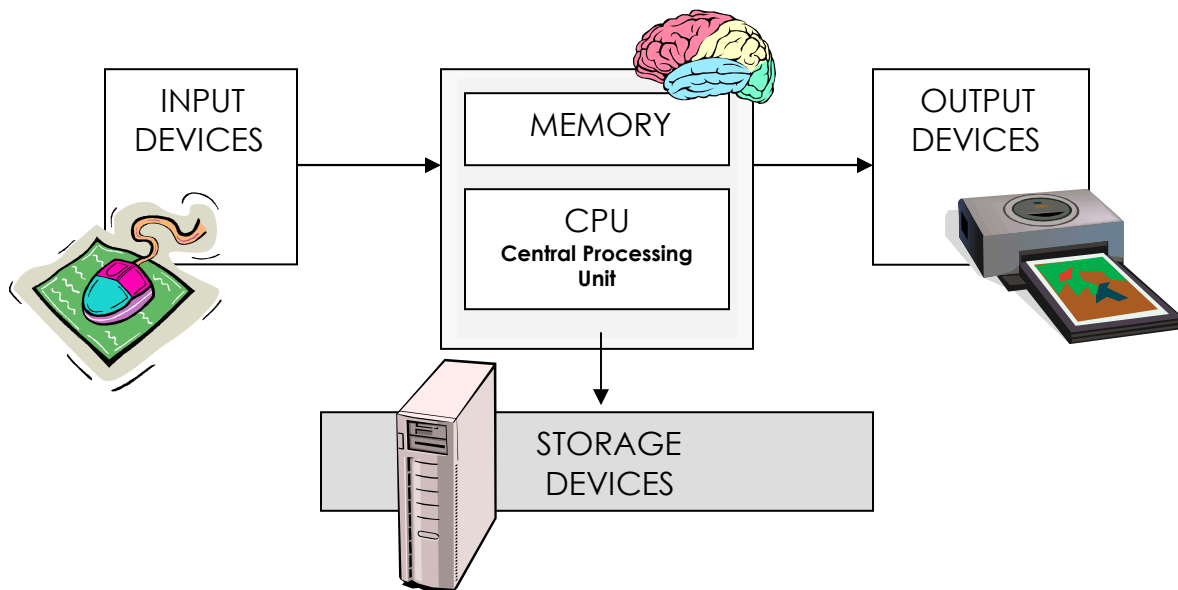
COMPUTER BASICS

The basic mechanism of computing is as follows:



Data is entered into a PC via a **peripheral device**. The data is processed. The processed data is output to a peripheral device

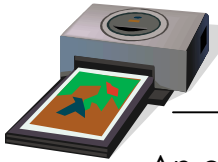
COMPUTER SYSTEM STRUCTURE





Input devices

An input device is anything that puts information inside a computer via a peripheral device (eg. a mouse). It tells the computer what to do by directing the cursor.



Output devices

An output device is anything that can display information. Eg. A monitor takes information and displays it on a screen



Storage devices

The main memory device in a computer is the **RAM** (Random Access Memory).

Storage devices hold information, operating just like a filing cabinet. Other examples of storage devices include:

- hard drives
- floppy drives
- tape drives
- USB drives
- CD-ROM drives (Compact Disk Read Only Memory),
- USB (Universal Serial Bus)
- DVDs (Digital Video Disc)
- zip drives

TIP! (A CD-ROM compacts and stores large amounts of information. You can retrieve data from it but you cannot save new data to it.)



ICAU1128B OPERATE A PERSONAL COMPUTER

ACTIVITY

1. Decide whether these devices are **input** or **output**.
Place a tick in the appropriate box:

Devices	Input	Output
A printer		
A speaker		
A digital camera		
A mouse		
A keyboard		
A monitor		
A scanner		

2. What do the following letters mean?

PC: _____

VDU: _____

RAM: _____

USB: _____

CPU: _____

DVD: _____

CD-ROM: _____

3. Referring to the 'MS WORD' screen diagram provided overpage, identify which function/tool you would use to do each of the following:

Query:	Function No.
You have word processed a letter and you want to see how it sits on the page.	
You are working between two documents and you want to switch easily between the two. How do you view one and hide the other on the task bar?	
Tells you which document is active on the screen	
Shuts down the document on the screen	
Moves the document up and down on the screen	
Aligns the text to both left and right margins	
The flashing vertical line which indicates where the letters will appear when you begin to type.	
You want to save a new document to file.	
To copy some text and move it to another document	
The Office Assistant where you get useful tips and advice when you need it	
To insert a header or footer	
To change the colour of the text in a document	
To set up a table 10 rows by four columns	

Using the MS Word Screen

