

Module 2 – Using the Computer and Managing Files

The following is the Syllabus for Module 2, *Using the Computer and Managing Files*, which provides the basis for the theory and practice-based test in this module.

Module Goals

Module 2 *Using the Computer and Managing Files* requires the candidate to demonstrate competence in running and managing a personal computer.

The candidate shall be able to:

- Use the main features of the operating system including adjusting the main computer settings and using built-in help features.
- Operate effectively around the computer desktop and work effectively in a graphical user environment.
- Know about the main concepts of file management and be able to efficiently organize files and folders so that they are easy to identify and find.
- Use utility software to compress and extract large files and use anti-virus software to protect against computer viruses.
- Demonstrate the ability to use simple text editing and print tools available within the operating system.

CATEGORY	SKILL SET	REF.	TASK ITEM
2.1 Operating System	2.1.1 First Steps	2.1.1.1	Start the computer and log on securely using a user name and password.
		2.1.1.2	Restart the computer using an appropriate routine.
		2.1.1.3	Shut down a non-responding application.
		2.1.1.4	Shut down the computer using an appropriate routine.
		2.1.1.5	Use available Help functions.
	2.1.2 Setup	2.1.2.1	View the computer's basic system information: operating system name and version number, installed RAM (random-access memory).
		2.1.2.2	Change the computer's desktop configuration: date & time, volume settings, desktop display options (colour settings, desktop background, screen pixel resolution, screen saver options).

CATEGORY	SKILL SET	REF.	TASK ITEM
		2.1.2.3	Set, add keyboard language.
		2.1.2.4	Install, uninstall a software application.
		2.1.2.5	Use keyboard print screen facility to capture a full screen, active window.
	<i>2.1.3 Working with Icons</i>	2.1.3.1	Identify common icons like those representing: files, folders, applications, printers, drives, recycle bin/wastebasket/trash.
		2.1.3.2	Select and move icons.
		2.1.3.3	Create, remove a desktop shortcut icon, make an alias.
		2.1.3.4	Use an icon to open a file, folder, application.
	<i>2.1.4 Using Windows</i>	2.1.4.1	Identify the different parts of a window: title bar, menu bar, toolbar or ribbon, status bar, scroll bar.
		2.1.4.2	Collapse, expand, restore, resize, move, close a window.
		2.1.4.3	Switch between open windows.
2.2 File Management	<i>2.2.1 Main Concepts</i>	2.2.1.1	Understand how an operating system organizes drives, folders, files in a hierarchical structure.
		2.2.1.2	Know devices used by an operating system to store files and folders like: hard disk, network drives, USB flash drive, CD-RW, DVD-RW.
		2.2.1.3	Know how files, folders are measured: KB, MB, GB.
		2.2.1.4	Understand the purpose of regularly backing up data to a removable storage device for off-site storage.
		2.2.1.5	Understand the benefits of online file storage: convenient access, ability to share files.
	<i>2.2.2 Files and Folders</i>	2.2.2.1	Open a window to display folder name, size, location on a drive.
		2.2.2.2	Expand, collapse views of drives, folders.
		2.2.2.3	Navigate to a folder, file on a drive.

CATEGORY	SKILL SET	REF.	TASK ITEM
		2.2.2.4	Create a folder and a further sub-folder.
	<i>2.2.3 Working with Files</i>	2.2.3.1	Identify common file types: word processing files, spreadsheet files, database files, presentation files, portable document format files, image files, audio files, video files, compressed files, temporary files, executable files.
		2.2.3.2	Open a text editing application. Enter text into a file, name and save the file to a location on a drive.
		2.2.3.3	Change file status: read-only/locked, read-write.
		2.2.3.4	Sort files in ascending, descending order by name, size, type, date modified.
		2.2.3.5	Recognize good practice in folder, file naming: use meaningful names for folders and files to help with recall and organization.
		2.2.3.6	Rename files, folders.
	<i>2.2.4 Copy, Move</i>	2.2.4.1	Select a file, folder individually or as a group of adjacent, non-adjacent files, folders.
		2.2.4.2	Copy files, folders between folders and between drives.
		2.2.4.3	Move files, folders between folders and between drives.
	<i>2.2.5 Delete, Restore</i>	2.2.5.1	Delete files, folders to the recycle bin/wastebasket/trash.
		2.2.5.2	Restore files, folders from the recycle bin/wastebasket/trash.
		2.2.5.3	Empty the recycle bin/wastebasket/trash.
	<i>2.2.6 Searching</i>	2.2.6.1	Use the Find tool to locate a file, folder.
		2.2.6.2	Search for files by all or part of file name, by content.
		2.2.6.3	Search for files by date modified, by date created, by size.

CATEGORY	SKILL SET	REF.	TASK ITEM	
2.3 Utilities	2.3.1 File Compression	2.2.6.4	Search for files by using wildcards: file type, first letter of file name.	
		2.2.6.5	View list of recently used files.	
		2.3.1.1	Understand what file compression means.	
	2.3.2 Anti-Virus	2.3.1.2	2.3.1.2	Compress files in a folder on a drive.
			2.3.1.3	Extract compressed files from a location on a drive.
			2.3.2.1	Understand what a virus is and the ways a virus can be transmitted onto a computer.
		2.3.2.2	2.3.2.2	Use anti-virus software to scan specific drives, folders, files.
			2.3.2.3	Understand why anti-virus software needs to be updated regularly.
			2.4 Print Management	2.4.1 Printer Options
2.4.1.2	Install a new printer on the computer.			
2.4.2 Print	2.4.2.1	Print a document from a text editing application.		
	2.4.2.2	View a print job's progress in a queue using a desktop print manager.		
	2.4.2.3	Pause, re-start, delete a print job using a desktop print manager.		