

Operate A Personal Computer Using Microsoft Windows

General Description	This course aims to increase your productivity by providing the skills and knowledge needed to operate a personal computer effectively.
Learning Outcomes	<p>At the completion of this courseware participants will be able to:</p> <ul style="list-style-type: none"> • differentiate between the different types of computers • identify the hardware components of a computer • understand how computers store data • identify the various software available for the computer • identify good computer practices • understanding security and copyright issues • correctly start and exit from the computer • work with a mouse, icons, and windows • manage folders and directories • view files and understand the various file types • format a floppy disk • copy and move files and folders • use an application to edit a data file • manage the installed printers • use the Recycle Bin to manage deleted files and folders • understand the system configuration.
Target Audience	This course is intended for people who wish to complete the requirements for the unit BSBCM107A - Operate A Personal Computer.
Prerequisites	This course is designed for participants with little or no knowledge of personal computers.
Pages	16 chapters, 254 pages, and 45,142 words!
Approx* Duration	71 exercises. Anticipated duration* of 11.8 hours. Course files can be downloaded from our web site at www.watsoniapublishing.com .
Methodology	A hands-on approach is taken during this course. The exercises are designed to impart relevant skills and knowledge by having participants work through real-life examples and scenarios.
Companion Publications	Watsonia Publishing produce a wide range of other training related publications and products. Please visit our web site at www.watsoniapublishing.com for more details.

* Approximate duration should be used as a guide only. Actual duration will vary depending upon the skills, knowledge, and aptitude of the participants. This information sheet was produced on Tuesday, December 02, 2003 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice



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