

Computer Skills Proficiency/Literacy Placement Objectives

File Management & Using the Computer

COMPUTER ENVIRONMENT

First Steps with the Computer

- Start the computer.
- Shut down the computer using an appropriate routine.
- Restart the computer using an appropriate routine
- Shut down a non-responding application

Basic Information and Operations

- View the computer's basic system information: operating system and version number, installed RAM (random access memory).
- Change the computer's desktop configuration: date & time, volume settings, desktop display options (color settings, screen pixel resolution, screen saver options).
- Set, change keyboard language.
- Format removable disk media: diskette, Zip disk
- Install, uninstall a software application.
- Use keyboard print screen facility and paste contents into a document.
- Use available Help functions.

Text Editing

- Launch a text editing application. Open, create a file.
- Save the file to a location on a drive.
- Close the text editing application.

DESKTOP

Work with Icons

- Recognize common desktop icons such as those representing: files, directories/folders, applications, printers, recycle bin/wastebasket.
- Select and move desktop icons.
- Open a file, directory/folder, application from the desktop.
- Create a desktop shortcut icon, desktop menu alias.

Work with Windows

- Identify the different parts of a window: title bar, menu bar, toolbar, status bar, scroll bar.
- Collapse, expand, resize, move, close a window.
- Switch between open windows.

MANAGING FILES

Concepts

- Understand how an operating system shows drives, folders, files in a hierarchical structure.

Know that the devices used by an operating system to store files and folders are the hard disk, diskette, CD-ROM, network drives

Directories/Folders

Navigate to a file, folder on a drive.

Create a directory/folder and a further sub-directory/sub-folder.

Open a window to display directory/folder name, size, location on drive.

Working with Files

Recognize common file types: word processing files, spreadsheet files, database files, presentation files, image files, audio files, video files, compressed files, temporary files.
Count the number of files, files of a particular type, in a folder (including any files in sub-folders).

Change file status: read-only/locked, read-write.

Sort files by name, size, type, date modified.

Understand the importance of maintaining correct file extensions when re-naming files.

Re-name files, directories/folders.

Duplicate/Move

Select a file, directory/folder individually or as a group of adjacent, non-adjacent files, directories/folders.

Duplicate files, directories/folders between directories/folders and between drives.

Move files, directories/folders between directories/folders and drives.

Understand why making a 'backup' copy of files to a removable storage device is important

Delete/Restore

Delete files, directories/folders to the recycle bin/wastebasket.

Restore files, directories/folders from the recycle bin/wastebasket.

Empty the recycle bin/wastebasket.

Searching

Use the Find tool to locate a file, directory/folder.

Search for files by content, date modified, date created, size, wildcards.

View list of recently used files.

Compressing Files

Understand what file compression means.

Compress files in a folder on a drive.

Extract compressed files from a location on a drive.

VIRUSES

Concepts

Know what a virus is and what the effects of a virus might be.

Understand some of the ways a virus can be transmitted onto a computer.

Understand the advantages of a virus- scanning application.

Understand what 'disinfecting' files means.

Handling Viruses

Use a virus scanning application to scan specific drives, folders, files.
Understand why virus-scanning software needs to be updated regularly.

PRINT MANAGEMENT

Setup

Change the default printer from an installed printer list.
Install a new printer on the computer.

Print Outputs

Print a document from a text editing application.
View a print job's progress using a desktop print manager.
Pause, re-start, delete a print job using a desktop print manager.