

<b>Computer Skills Placement Objectives</b>
<b>File Management</b>
<b>Computer Environment</b>
<i>First Steps with the Computer</i>
Start the computer.
Shut down the computer using an appropriate routine.
Restart the computer using an appropriate routine
Shut down a non-responding application
<i>Basic Information and Operations</i>
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.
<i>Text Editing</i>
Launch a text editing application. Open, create a file.
Save the file to a location on a drive.
Close the text editing application.
<b>Desktop</b>
<i>Work with Icons</i>
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.
<i>Work with Windows</i>
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.
<b>Managing Files</b>
<i>Concepts</i>
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
<i>Directories/Folders</i>
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.
<i>Working with Files</i>
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.
<i>Duplicate, Move</i>
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
<i>Delete, Restore</i>
Delete files, directories/folders to the recycle bin/wastebasket.
Restore files, directories/folders from the recycle bin/wastebasket.
Empty the recycle bin/wastebasket.
<i>Searching</i>
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.
<i>Compressing Files</i>
Understand what file compression means.
Compress files in a folder on a drive.
Extract compressed files from a location on a drive.
<b>Viruses</b>
<i>Concepts</i>
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.
<i>Handling Viruses</i>
Use a virus scanning application to scan specific drives, folders, files.
Understand why virus-scanning software needs to be updated regularly.
<b>Print Management</b>
<i>Setup</i>
Change the default printer from an installed printer list.
Install a new printer on the computer.
<i>Print Outputs</i>
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.