

16hrs - ICDL Computer Essential (Windows)

Course Duration: 2 days (15 hours of training, 1 hour of Assessment),
9:00am - 6:00pm

Course Outline:

Computers and Devices

- Identify different types of ICT services/uses like: Internet services, mobile technology, office productivity applications
- Define the term hardware
- Define the term End-User License Agreement (EULA). Understand importance of software licensing
- Start Up, Shut Down

Desktop, Icons, and Settings

- Identify common icons like those representing: files, folders, applications, printers, drives,
 - Identify the different parts of a window: title bar, menu bar, toolbar, ribbon, status bar, scroll bar.
 - View the computer's basic system information: operating system name and version number, installed RAM

Outputs

- Install and uninstall a Printer. Perform print test page.
- View, pause, restart, cancel a print job
- Copy, move text within a document, between open documents

File Management

- Understand how an operating system organises drives, folders, files in a hierarchical structure
- Navigate between drives, folders, sub-folders, files
- Sort files in ascending, descending order by name, size, type, date modified
- Identify the main types of storage media like: internal hard disk, external hard disk, network drive

Networks

- Identify some of its main uses like: World Wide Web (WWW), VoIP, e-mail, IM
- Outline the purpose of a network: to share, access data and devices securely
- Define the term Internet Service Provider (ISP)

Security and Well-Being

- Identify different types of malware like: virus, worm, Trojan, spyware
- Recognise computer and device energy saving practices
- Identify some options available for enhancing accessibility like: voice recognition software, screen reader, screen magnifier, on-screen keyboard, high contrast