

**Module 2 - Using the Computer and Managing Files**The following is the Syllabus for Module 2, *Using the Computer and Managing Files*.**Module Goals**

<b>Module 2</b>	<b>Using the Computer and Managing Files</b> , requires the candidate to demonstrate knowledge and competence in using the common functions of a personal computer and its operating system. The candidate shall be able to adjust main settings, use the built-in help features and deal with a non-responding application. He or she shall be able to operate effectively within the desktop environment and work with desktop icons and windows. The candidate shall be able to manage and organize files and directories/folders, and know how to duplicate, move and delete files and directories/folders, and compress and extract files. The candidate shall also understand what a computer virus is and be able to use virus-scanning software. The candidate shall demonstrate the ability to use simple editing tools and print management facilities available within the operating system.
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CATEGORY	SKILL SET	REF.	Task Item	Tick
2.1 Computer Environment	2.1.1 First Steps with the Computer	2.1.1.1	Start the computer.	
		2.1.1.2	Shut down the computer using an appropriate routine.	
		2.1.1.3	Restart the computer using an appropriate routine.	
		2.1.1.4	Shut down a non-responding application.	
	2.1.2 Basic Information and Operations	2.1.2.1	View the computer's basic system information: operating system and version number, installed RAM (random access memory).	
		2.1.2.2	Change the computer's desktop configuration: date & time <sup>2</sup> , volume settings, desktop display options (colour settings, screen pixel resolution, screen saver options). Candidates should be made aware that care must be exercised where changes to the computer's date and time are made, as this may impact on the way networked computing systems are synchronised.	
		2.1.2.3	Set, change keyboard language.	
		2.1.2.4	Format removable disk media: diskette, Zip disk.	
		2.1.2.5	Install, uninstall a software application.	
		2.1.2.6	Use keyboard print screen facility and paste contents into a document.	
		2.1.2.7	Use available Help functions.	
	2.1.3 Text Editing	2.1.3.1	Launch a text editing application. Open, create a file.	
		2.1.3.2	Save the file to a location on a drive.	
2.1.3.3		Close the text editing application.		
2.2 Desktop	2.2.1 Work with Icons	2.2.1.1	Recognize common desktop icons such as those representing: files, directories/folders, applications, printers, recycle bin/wastebasket.	
		2.2.1.2	Select and move desktop icons.	
		2.2.1.3	Open a file, directory/folder, application from the desktop.	
		2.2.1.4	Create a desktop shortcut icon, desktop menu alias.	
	2.2.2 Work with Windows	2.2.2.1	Identify the different parts of a window: title bar, menu bar, toolbar, status bar, scroll bar.	
		2.2.2.2	Collapse, expand, resize, move, close a window.	
		2.2.2.3	Switch between open windows.	
2.3 Managing Files	2.3.1 Concepts	2.3.1.1	Understand how an operating system shows drives, folders, files in a hierarchical structure.	
		2.3.1.2	Know that the devices used by an operating system to store files and folders are the hard disk, diskette, CD-ROM, network drives.	
	2.3.2 Directories /Folders	2.3.2.1	Navigate to a file, folder on a drive.	
		2.3.2.2	Create a directory/folder and a further sub-directory/sub-folder.	
		2.3.2.3	Open a window to display directory/folder name, size, location on drive.	
	2.3.3 Working with Files	2.3.3.1	Recognize common file types: word- processing files, spreadsheet files, database files, presentation files, image files, audio files, video files, compressed files, temporary files.	
		2.3.3.2	Count the number of files, files of a particular type, in a folder (including any files in sub-folders).	
		2.3.3.3	Change file status: read-only/locked, read- write.	
		2.3.3.4	Sort files by name, size, type, date modified.	
		2.3.3.5	Understand the importance of maintaining correct file extensions when re-naming files.	
2.3.3.6		Re-name files, directories/folders.		

CATEGORY	SKILL SET	REF.	Task Item	Tick
	2.3.4 <i>Duplicate, Move</i>	2.3.4.1	Select a file, directory/folder individually or as a group of adjacent, non-adjacent files, directories/folders.	
		2.3.4.2	Duplicate files, directories/folders between directories/folders and between drives.	
		2.3.4.3	Move files, directories/folders between directories/folders and drives.	
		2.3.4.4	Understand why making a 'backup' copy of files to a removable storage device is important.	
	2.3.5 <i>Delete, Restore</i>	2.3.5.1	Delete files, directories/folders to the recycle bin/wastebasket.	
		2.3.5.2	Restore files, directories/folders from the recycle bin/wastebasket.	
		2.3.5.3	Empty the recycle bin/wastebasket.	
	2.3.6 <i>Searching</i>	2.3.6.1	Use the Find tool to locate a file, directory/ folder.	
		2.3.6.2	Search for files by content, date modified, date created, size, wildcards.	
		2.3.6.3	View list of recently used files.	
	2.3.7 <i>Compressing Files</i>	2.3.7.1	Understand what file compression means.	
		2.3.7.2	Compress files in a folder on a drive.	
		2.3.7.3	Extract compressed files from a location on a drive.	
2.4 Viruses	2.4.1 <i>Concepts</i>	2.4.1.1	Know what a virus is and what the effects of a virus might be.	
		2.4.1.2	Understand some of the ways a virus can be transmitted onto a computer.	
		2.4.1.3	Understand the advantages of a virus- scanning application.	
		2.4.1.4	Understand what 'disinfecting' files means.	
	2.4.2 <i>Handling Viruses</i>	2.4.2.1	Use a virus scanning application to scan specific drives, folders, files.	
		2.4.2.2	Understand why virus-scanning software needs to be updated regularly.	
2.5 Print Management	2.5.1 Setup	2.5.1.1	Change the default printer from an installed printer list.	
		2.5.1.2	Install a new printer on the computer.	
	2.5.2 Print Outputs	2.5.2.1	Print a document from a text editing application.	
		2.5.2.2	View a print job's progress using a desktop print manager.	
		2.5.2.3	Pause, re-start, delete a print job using a desktop print manager.	