

LearningFast - ICT Skills Benchmark™

Competency 2: The Functions of a Personal Computer

Understanding the basic housekeeping functions required for the efficient use of the computer.

Learning Activities (30)

Introduction

Introducing Windows98

Getting Started

Shutting Down Windows

Getting Help

The Start Menu

Using the Start Menu

Customising the Start Menu

The Taskbar

Using the Taskbar

Exploring the Taskbar

The Desktop

Window Operations

Folder Options

Creating Desktop Shortcuts

Exploring My Computer

The Recycle Bin

System Tools

Standard Utilities

Notepad

Wordpad

Paint

System Utilities

Disk Defragmenter

Using Scandisk

Disk Cleanup

Tasks

Scheduling a Task

Editing a Task

File Tools

Windows Explorer

Finding Files

The Screen

Customising Display Properties

Advanced Operations

Networking

Sharing Resources

Sharing Folders

Network Neighbourhood Operations

Adding Devices

The Active Desktop

Adding New Hardware

Adding a Printer

Using Multiple Monitors