

ABC's of IC₃ Certification

Module A Computing Fundamentals

Courseware 1101/1105



Course Description

This module includes the knowledge and skills required to identify different types of computers, the components of a personal computer (including internal components such as microprocessors) and how these components work together. The module also includes the knowledge and skills relating to computer storage as it applies to hardware components like floppy and hard disks and performance as it applies to processor speed and memory.

Courseware Outline

Unit 1: Recognising Computers

Lesson 1: Computers All Around Us

- How Computers Can Be Used
- Large Systems
- Personal Computers
- Notebooks or Laptop Computers
- Tablets
- Personal Digital Assistants
- Workstations
- Other Types of Computers
- Summary
- Review Questions

Lesson 2: Looking at Networks

- What is a Network?
- Types of Networks
- Features and Benefits
- Connecting to a Network
- Interacting with Networks
- Summary
- Review Questions

Lesson 3: Elements of a Personal Computer

- An Overview
- Looking at the System Unit
- Summary
- Review Questions

Lesson 4: Understanding Memory

- Looking at Memory
- Read Only Memory (ROM) BIOS
- Random Access Memory (RAM)
- Cache Memory
- Summary
- Review Questions

Lesson 5: Identifying Input/Output Devices

- What are Input/Output Devices?
- Looking at the Monitor
- Using Video Cards
- Using the Keyboard
- Using the Mouse
- Looking at Other Input/Output Devices
- Recognising Ports
- Summary
- Review Questions

Lesson 6: Working with Storage Systems

- What Are Storage Systems?
- Working with Disk Drives
- Identifying the Floppy Disk Drive
- Working with Hard Disk Drives
- Working with CD Drives
- Using Other Types of Storage Devices
- Virtual Storage Systems
- Identifying Disk Drives
- Summary
- Review Questions

Lesson 7: Looking at Printers

- Using Printers
- Dot Matrix Printer
- Ink Jet Printer
- Bubble Jet Printer
- Laser Printer
- Miscellaneous Types of Printers
- Replenishing Printer Supplies
- Summary
- Review Questions

Lesson 8: Basic Troubleshooting Techniques

- Increasing the Computer's Performance
- Working with Hardware
- Taking Care of the Computer
- Replacing or Upgrading Equipment
- Disposing of Older or Non-Working Items
- Summary
- Review Questions

Lesson 9: Buying a Computer

- Building Your Checklist
- How Much Will It Cost?
- Summary
- Review Questions

Lesson 10: Looking at Software Applications

- What is a Software Program?
- Upgrading Your Software
- Looking at Operating Systems
- Choosing an Application Program
- Summary
- Review Questions

Lesson 11: Using the Computer

- Starting the Computer
- Understanding the Boot Routine
- Working with an Application Program
- Resetting the Computer
- Shutting Down the Computer
- Summary
- Review Questions

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Unit 2: Using Windows

Lesson 1: Looking at Windows

What is Windows?
A Quick History
Which Version Should I Use?
Summary
Review Questions

Lesson 2: Looking at the Desktop

What is the Windows Desktop?
Using the Mouse
Navigating Within Windows
Using the Start Button
Using the Taskbar
Summary
Review Questions

Lesson 3: Working with Windows

Looking at a Typical Window
Moving a Window
Sizing a Window
Using Scroll Bars
Summary
Review Questions

Lesson 4: Exiting Windows

Exiting the Computer Properly
Restarting the Computer
Summary
Review Questions

Lesson 5: Getting Help

Using Windows Help and Support
Contents
Index and Search
Favorites
Getting Help in a Dialog Box
Getting Additional Technical Support
Summary
Review Questions

Lesson 6: Running Application Programs

Starting Application Programs
Using the Run Command
Working with a Typical Program
Creating, Opening & Saving Files
Using the Documents Menu
Multitasking
Summary
Review Questions

Lesson 7: Looking at Files and Folders

Understanding Files and Folders
What's on my Desktop?
Using the My Computer Feature
Changing the View
Creating Folders
Summary
Review Questions

Lesson 8: Using Windows Explorer

What is Windows Explorer?
Selecting Files or Folders
Copying and Moving Files or Folders
Renaming Files or Folders
Viewing File or Folder Properties
Finding Files
Summary
Review Questions

Lesson 9: Using the Recycle Bin

Looking at the Recycle Bin
Deleting Files & Folders
Restoring a File or Folder
Emptying the Recycle Bin
Identifying Common Problems with Files
Summary
Review Questions

Lesson 10: Managing Disks

Maintaining Your System
Formatting Floppy Disks
Checking for Errors
Defragmenting the Disk
Cleaning Up the Disk
Summary
Review Questions

Lesson 11: Customising System Settings

Using the Control Panel
Customising the Desktop Display
Changing the Date & Time
Customising the Mouse
Changing the Volume
Using Fonts
Printing Files
Summary
Review Questions

Lesson 12: Installing and Uninstalling Programs

Managing Application Programs
Installing a New Program
Uninstalling a Program
Summary
Review Questions