



ICDL - Module 2 - Using the Computer and Managing Files

Programme Title:	International Computer Driver's Licence (ICDL)
Module Title:	Module 2 - Using the Computer and Managing Files
Content Provider:	Software Educational Resources Limited (SERL)

Overview

Using the Computer and Managing Files, requires students to demonstrate knowledge and competence in using the common functions of a personal computer and its operating system. The student 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 student 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 student shall also understand what a computer virus is and be able to use virus-scanning software. The student shall demonstrate the ability to use simple editing tools and print management facilities available within the operating system.

Content Outline

User Basics

- Starting a Computer
- Shut Down
- Non-Responding Program
- Windows
- Using the Mouse

Using Windows

- The Windows Screen
- Opening a Program
- Elements of a Window
- Menus
- Dialog Boxes
- Multi-tasking
- My Computer

Document Basics

- Creating and Saving Documents
- Opening a Document
- Printing

Help and Information

- Application Help
- Finding a Topic
- In-Topic Help
- Help in a Dialog Box
- Help and Support Center
- Viewing System Information

System Maintenance

- Formatting a Floppy Disk
- Compressing Files
- Backup
- Installing Software
- Keyboard Language

Search

- Accessing Search
- Search Options
- Using Wildcards
- Recently Used Files

Printing

- Printer Drivers and Defaults
- Print Jobs
- Print Screen

The Desktop

- Icons
- Adding Shortcuts
- Desktop Settings
- Display Options

Viruses

- Computer Viruses
 - Anti-virus Software
 - Using Anti-virus Software
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Certification/Qualifications

This ICDL module prepares students to sit the 'Using the Computer and Managing Files' external assessment. See <http://www.icdl.gen.nz/> for more information.

Suggested Learning Hours

Estimated time for completion of the 'Using the Computer and Managing Files' module is thirty (30) hours.