

Essential Skills for Digital Literacy

Module A: Computing Fundamentals Using Windows Vista

Courseware 1171



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: Recognizing Computers

Lesson 1: Computers All Around Us

- Objectives
- How Computers Can Be Used
- Summary
- Review Questions

Lesson 2: Looking at Networks

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

Lesson 3: Elements of a Personal Computer

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

Lesson 4: Understanding Memory

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

Lesson 5: Identifying Input/Output Devices

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

Lesson 6: Working with Storage Systems

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

Lesson 7: Looking at Printers

- Objectives
- Using Printers
- Summary
- Review Questions

Lesson 8: Basic Troubleshooting Techniques

- Objectives
- Increasing the Computer's Performance
- Troubleshooting the Problem
- Working with Hardware
- Installing New 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

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

Lesson 10: Looking at Software Applications

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

Lesson 11: Using the Computer

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

Unit 2: Using Windows Vista

Lesson 1: Looking at Windows

- Objectives
- What is Windows?
- Summary
- Review Questions

Essential Skills for Digital Literacy

Module A: Computing Fundamentals Using Windows Vista

Courseware 1171



Lesson 2: Looking at the Desktop

Objectives
What is the Windows Desktop?
Navigating Within Windows
Using the Start Button
Selecting Items in the Start Menu
Using the Taskbar
Summary
Review Questions

Lesson 3: Working with Windows

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

Lesson 4: Exiting Windows

Objectives
Exiting the Computer Properly
Restarting the Computer
Summary
Review Questions

Lesson 5: Getting Help

Objectives
Using Windows Help and Support
Using Online and Offline Help
Using the Table of Contents
Getting Help in a Window or Dialog Box
Getting Additional Technical Support
Summary
Review Questions

Lesson 6: Running Application Programs

Objectives
Starting Application Programs
Using the Run Command
Multitasking
Summary
Review Questions

Lesson 7: Looking at Files and Folders

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

Lesson 8: Using Windows Explorer

Objectives
What is Windows Explorer?
Selecting Files or Folders
Viewing File or Folder Properties
Finding Files
Summary
Review Questions

Lesson 9: Using the Recycle Bin

Objectives
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

Objectives
Maintaining Your System
Formatting External Storage Devices
Checking for Errors
Defragmenting the Disk
Summary
Review Questions

Lesson 11: Customizing System Settings

Objectives
Using the Control Panel
Customizing the Desktop Display
Customizing the Mouse
Customizing the Keyboard
Changing the Volume
Using Fonts
Printing Files
Summary
Review Questions

Lesson 12: Installing and Uninstalling Programs

Objectives
Managing Application Programs
Installing a New Program
Why Isn't the Program Working?
Summary
Review Questions