

## [ICDL-CS]: WSQ ICDL® Computer Essentials

Length : 2 Days  
Technology : Computers, Microsoft Windows  
Delivery Method : Instructor-led (Classroom)

### Course Overview

This module sets out essential concepts and skills relating to the use of devices, file creation and management, networks and data security.

### Audience Profile

Participants in any age group who are currently or have to use computers, have basic knowledge of computers and the technologies they utilise.

### At Course Completion

- Understand key concepts relating to ICT, computers, devices and software
- Start up and shut down a computer
- Work effectively on the computer desktop using icons, windows
- Adjust the main operating system settings and use built-in help features
- Create a simple document and print an output
- Know about the main concepts of file management and be able to efficiently organise files and folders
- Understand key storage concepts and use utility software to compress and extract large files
- Understand network concepts and connection options and be able to connect to a network
- Understand the importance of protecting data and devices from malware and of backing up data
- Recognise considerations relating to green IT, accessibility and user health

### Pre-Requisites

Participants should be able to read, and speak English at Secondary 2 level, and have some basic knowledge on computer such as desktop computers, laptops, mobile devices such as tablet and smart phones.

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## Course Outline

### Module 1: Computers and Devices

#### Lessons

- ICT
  - Define the term Information and Communication Technology (ICT)
  - Identify different types of ICT services/uses like: Internet services, mobile technology, office productivity applications
- Hardware
  - Define the term hardware. Identify the main types of computers like: desktops, laptops, tablets. Identify the main types of devices like: smartphones, media players, digital cameras
  - Define the terms processor, Random Access Memory (RAM), storage. Understand their impact on performance when using computers and devices
  - Identify the main types of integrated and external equipment like: printers, screens, scanners, keyboards, mouse/trackpad, webcam, speakers, microphone, docking station
  - Identify common input/output ports like: USB, HDMI
- Software and Licensing
  - Define the term software and distinguish between the main types of software like: operating systems, applications. Know that software can be installed locally or available online
  - Define the term operating system and identify some common operating systems for computers and devices
  - Identify common examples of applications like: office productivity, communications, social networking, media, design, mobile applications
  - Define the term End-User License Agreement (EULA). Recognise that software must be licensed before use
  - Outline the types of software licenses: proprietary, open source, trial version, shareware, freeware
- Start Up, Shut Down
  - Start a computer and log on securely using a user name and password
  - Log off, shut down, restart a computer using an appropriate routine

### Module 2: Desktop, Icons, Settings

#### Lessons

- Desktop and Icons
  - Outline the purpose of the desktop and the task bar
  - Identify common icons like those representing: files, folders, applications, printers, drives, shortcuts/aliases, recycle bin/wastebasket/trash
  - Select and move icons
  - Create, rename, move, delete a shortcut/alias
- Using Windows
  - Identify the different parts of a window: title bar, menu bar, toolbar, ribbon, status bar, scroll bar
  - Open, collapse, expand, restore down, maximise, resize, move, close a window

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- Switch between open windows
- Tools and Settings
  - Use available help functions
  - View the computer's basic system information: operating system name and version number, installed RAM
  - Change desktop configuration settings: date and time, volume settings, background, resolution
  - Change, add, remove keyboard language. Change default language
  - Shut down a non-responding application
  - Install, uninstall an application
  - Connect a device (USB flash drive, digital camera, media player) to a computer. Disconnect a device using an appropriate routine
  - Capture a full screen, active window

### Module 3: Outputs

#### Lessons

- Working with Text
  - Open, close a word processing application. Open, close files
  - Enter text into a document
  - Copy, move text within a document, between open documents. Paste a screen capture into a document
  - Save and name a document
- Printing
  - Install, uninstall a printer. Print a test page
  - Set the default printer from an installed printer list
  - Print a document from a word processing application
  - View, pause, restart, cancel a print job

### Module 4: File Management

#### Lessons

- Introducing Files and Folders
  - Understand how an operating system organises drives, folders, files in a hierarchical structure. Navigate between drives, folders, sub-folders, files
  - Display file, folder properties like: name, size, location
  - Change view to display files and folders like: tiles, icons, list, details
  - Identify common file types like: word processing, spreadsheet, presentation, portable document format (pdf), image, audio, video, compressed, executable files
  - Open a file, folder, drive
  - Recognise good practice in folder, file naming: use meaningful names for folders and files to help with searching and organisation
  - Create a folder
  - Rename a file, folder
  - Search for files by properties: all or part of file name using wildcards if necessary, content, date modified
  - View list of recently used files
- Organising Files and Folders

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- Select individual, adjacent, non-adjacent files, folders
- Sort files in ascending, descending order by name, size, type, date modified
- Copy, move files, folders between folders, drives
- Delete files, folders to the recycle bin/wastebasket/trash and restore to original location
- Empty the recycle bin/wastebasket/trash
- **Storage and Compression**
  - Identify the main types of storage media like: internal hard disk, external hard disk, network drive, CD, DVD, Blu-ray Disc, USB flash drive, memory card, online file storage
  - Identify file size, folder size, storage capacity measurements like: KB, MB, GB, TB
  - View available space on a storage device
  - Understand the purpose of file, folder compression
  - Compress files, folders
  - Extract compressed files, folders to a location on a drive

## **Module 5: Networks**

### **Lessons**

- **Network Concepts**
  - Define the term network. Outline the purpose of a network: to share, access data and devices securely
  - Define the term Internet. Identify some of its main uses like: World Wide Web (WWW), VoIP, e-mail, IM
  - Define the terms intranet, virtual private network (VPN) and identify their main uses
  - Understand what transfer rate means. Understand how it is measured: bits per second (bps), kilobits per second (kbps), megabits per second (mbps), gigabits per second (gbps)
  - Understand the concepts of downloading from, uploading to a network
- **Network Access**
  - Identify the different options for connecting to the Internet like: phone line, mobile phone, cable, wi-fi, wi-max, satellite
  - Define the term Internet Service Provider (ISP). Identify important considerations when selecting an internet subscription option like: upload speed, download speed and quota, cost
  - Recognise the status of a wireless network: protected/secure, open
  - Connect to a wireless network

## **Module 6: Security and Well-Being**

### **Lessons**

- **Protecting Data and Devices**
  - Recognise good password policies like: create with adequate length, adequate character mix, do not share, change regularly
  - Define the term firewall and outline its purpose
  - Understand the purpose of regularly backing up data to a remote location

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- Recognise the importance of regularly updating software like: anti-virus, application, operating system software
- Malware
  - Understand the term malware. Identify different types of malware like: virus, worm, Trojan, spyware
  - Be aware how malware can infect a computer or device
  - Use anti-virus software to scan a computer
- Health and Green IT
  - Recognise ways to help ensure a user's well-being while using a computer or device like: take regular breaks, ensure appropriate lighting and posture
  - Recognise computer and device energy saving practices: turning off, adjusting automatic shutdown, backlight, sleep mode settings
  - Recognise that computers, devices, batteries, printer cartridges and paper should be recycled
  - Identify some options available for enhancing accessibility like: voice recognition software, screen reader, screen magnifier, on-screen keyboard, high contrast

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