

Introduction to Personal Computers, 4th Edition + CBT

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Course Length: 1-day (6 hours)

Prerequisites: None

What's in Introduction to Personal Computers, 4th Edition + CBT:

This ILT series course, rated 4.8/5.0 in overall quality by ProCert Labs, covers the evolution of computers, types of PCs, the Input-Process-Output cycle, and fundamental computer skills. Students will learn how to switch on a PC, identify system components, use input and output devices, manage disk drives, and change monitor settings. They will also learn how to manage files and folders, use e-mail, and browse the Web with Internet Explorer. Comes with a companion CBT program.

Objectives

- Discuss the evolution of computers, types of PCs, and the Input-Process-Output cycle, and switch on a computer and identify the desktop components.
- Use a keyboard and a mouse and describe other input devices.
- Describe the central processing unit (CPU), random access memory (RAM), and read-only memory (ROM).
- Write-protect and format floppy disks, identify the differences between hard disks and floppy disks, determine the storage capacity of a hard disk, and discuss other storage devices.
- Apply monitor and desktop layout settings and use other output devices such as printers, plotters, and sound cards.
- Use Windows Explorer to browse your hard disk, create folders and files, and protect your computer from viruses.
- Use Windows XP Accessories and Windows Help and Support Center, work with Outlook Express and Internet Explorer 6.0, and shut down a computer.

Topic-Level Outline

Unit 1 : Introduction to computers

*Topic A: * Overview of computers*

A-1: Discussing the evolution of computers

A-2: Discussing the benefits and limitations of computers

A-3: Discussing types of PCs

*Topic B: * How computers work*

B-1: Discussing the Input-Process-Output cycle

B-2: Discussing hardware

B-3: Discussing software

B-4: Discussing types of operating systems

*Topic C: * Starting the computer*

C-1: Identifying the desktop components

Unit 2 : Input devices

*Topic A: * Mouse and keyboard basics*

A-1: Using the mouse

A-2: Using the keyboard

*Topic B: * Other input devices*

B-1: Discussing other input devices

Unit 3 : Processing data

*Topic A: * The system unit and the CPU*

A-1: Identifying the components of a system unit

A-2: Discussing the CPU

*Topic B: * Memory*

B-1: Describing random access memory

B-2: Describing read-only memory

Unit 4 : Data storage

*Topic A: * Floppy disks*

A-1: Write-protecting a floppy disk

A-2: Formatting a floppy disk

*Topic B: * Hard disks*

B-1: Discussing hard disks

B-2: Checking the capacity of a hard disk

*Topic C: * Other storage devices*

C-1: Discussing CD-ROMs and DVDs

C-2: Discussing other removable storage devices

Unit 5 : Output devices

*Topic A: * Monitor and desktop layout basics*

A-1: Changing the monitor resolution

A-2: Using desktop background and screensavers

*Topic B: * Other output devices*

B-1: Discussing types of printers

B-2: Discussing plotters

B-3: Discussing sound card basics

Unit 6 : Managing data

*Topic A: * Working with Windows Explorer*

A-1: Expanding and collapsing a folder

A-2: Navigating with Windows Explorer

*Topic B: * Working with folders*

B-1: Creating a folder

B-2: Renaming a folder

*Topic C: * Working with files*

C-1: Creating and saving a file on the hard disk

C-2: Printing a file

C-3: Moving a file

C-4: Copying a file to a floppy disk

C-5: Deleting a file

C-6: Restoring a file

C-7: Searching for a file

*Topic D: * Protecting data against viruses*

D-1: Discussing viruses

Unit 7 : Working with applications

*Topic A: * Windows XP Accessories*

A-1: Working with WordPad

A-2: Working with Calculator

A-3: Working with Paint

*Topic B: * Outlook Express*

B-1: Examining the components of Outlook Express

B-2: Using the Address Book in Outlook Express

B-3: Creating and sending an e-mail message

*Topic C: * Internet Explorer 6.0*

C-1: Exploring the features of Internet Explorer 6.0

C-2: Using hyperlinks and the Address bar

C-3: Using Favorites

*Topic D: * Accessing Help and shutting down Windows XP*