SYLLABUS

INTERMEDIATE

Computer Skills &

File Management

(Microsoft Windows)

GLOBALCERT

Computer Skills and File Management (Microsoft Windows)

1. Computer Enviroment.

a. **Basic Operations and Settings.**

a1.   Start, End, Restart of computer following the appropriate tasks.

a2.   Display of the operating system version information, available RAM.

a3.   Setting date and time.

a4.   Setting volume, screen/display resolution, colour depth

a5.   Use and screensaver options.

a6.   Switch keyboard language

a7.   Print Screen and copy paste.

a8.   Use of help functions.

b. **Desktop**

b1.   Recognition and understanding the use of desktop items: menu, start, taskbar, desktop icons.

b2.   Use of start menu, startup and shutdown.

b3.   Open File, Folder, Application, System icons from desktop.

b4.   Create shortcut icon.

c. **Windows.**

c1.   Recognition and understanding the use of Window parts: title bar, menu, scrollbar, toolbar, status bar

c2.   Minimize, maximize, restore, close, move, change window size

c3.   Switching between open windows.

c4.   Sort folder contents-windows /classification of file contents-windows.

d. **Structure of Folder and Files.**

d1.   Understanding drivers for storage media, files, folders, hierarchical data structure and storage.

d2.   avigating between files and storage media drivers.

d3.   Understanding the structure of a filename, knowledge of common types of files.

e.   **Folders and Files Management.**

e1.   Create folder and subfolder.

e2.   Rename folders and files.

e3.   Select multiple folders and files.

e4.   Move folders and files.

e5.   Copy folders and files.

e6.   Delete folders and files.

e7.   Restore files and folders from the Recycle Bin, emptying Recycle Bin.

f.   **Auxiliary Tools**

f1.   Use of the Search tool for files, folders

f2.   List of recently used documents.

f3.   Understanding the term compressed files.

f4.   Compress and export files.

f5.   Knowing what a PC virus is, which may be the effects and ways it can spread.

f6.   Awareness benefits, limitation of antivirus applications.

2. Managing applications, print.

a. **Applications**

a1.   Terminate an application that does not respond.

a2.   Understand how to install an application, uninstall software applications on your PC.

b. **Print.**

b1.   Install a printer on a PC.

b2.   Select default printer.

b3.   Manage print jobs: stop, restart, delete prints.

2. Managing applications, print.