**Cambridge International Diploma in IT Skills
Foundation Level**

Scheme of Work

5275
Using the Computer and Managing Files
Core Module

UNIVERSITY *of* CAMBRIDGE
International Examinations

Introduction

This module aims to support candidates in the development of skills to perform the basic functions required to operate a personal computer running MS Windows. Candidates will learn to operate the desktop, organise files and folders, customise Windows, use basic text and graphics editors and print documents. Candidates will also learn how basic housekeeping functions should be used to ensure the efficient use of a computer. The candidate should possess the skills and knowledge required to understand and perform standard operations on a computer, including the ability to use and control a mouse.

What is Assessed in this Module?

Candidates will demonstrate the ability to:

- understand directory structure and create folders
- select and open files
- move and copy files
- delete files from more than one directory
- create a file using an editor and save in a directory
- rename files
- examine a directory
- save and print files

Underpinning Knowledge

Awareness of how to:

- identify and use a directory
- delete files from more than one directory
- create files and folders
- manipulate files to include: rename, select, open, move and copy
- save and print files

Tutor Preparation Required to Deliver this Module

Below is a checklist of what you will need to set up before you run the course. Some of the items, such as an overhead projector, are optional.

You will need:
- ideally, one computer (PC) per candidate with MS Windows 95/98/NT/2000/XP preloaded, but candidates can also share PCs. Ensure that the Windows Applications (WordPad, Paint and Notepad) are installed and that Windows is configured to use Classic Desktop
- to ensure that all candidates have been advised of their user name and password, if the PC's are networked
- to make sure the PC's are turned OFF before the start of training
- DO NOT copy the files from the exercise disc to the PCs – candidates will do this during their exercise sessions
- to ensure that the candidates have access to a printer – local or networked – that all trainees can print to
- overhead projector and screen OR PC with LCD projector/large monitor
- flip chart, pens and whiteboard
- CIE Support Guide
- name cards, paper and pens for the candidates

General Principles and Procedures

If using a network to deliver this course you may prepare documents showing candidates how to log on.

Scheme of Work

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan One (1.5hrs)				
• introduction and course objectives • Getting Started with MS Windows		• introduction of trainer, course and candidates • if using a network log onto PCs or switch on Standalone PCs. • demonstrate the main components of Windows desktop to include task bar and start menu. • use of the mouse to select and manipulate icons • selection of menus, commands and dialogue boxes using the mouse	• CIE Tutor Support Guide • CIE Candidate Support Guide • OHTs • additional exercises for each Performance Criterion	It is important to let the candidates know what will be assessed at the end of the module. Tutors could provide a checklist with objectives that can be ticked off after each session so that candidates can track their progress. Use the additional exercises to reinforce the skills the candidates have learned for each Performance Criterion.
• understand directory structure and create folders	• 1.1 • 1.7	• introduce the directory structure through looking at the PC's C drive • using the My Computer window access the PC's hard drive • using pull down menu select File and New and create new folder • name the folder with the candidates name		

Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan One (1.5hrs) Continued				
• select and open files	• 1.2	• introduce use of Search facility and selecting files through use of My Computer or Windows Explorer. • use applications to open files		

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Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Two (1.25hrs)				
• move and copy files	• 1.3	• in Windows Explorer / My Computer use Cut and Paste buttons • drop down menus (File) • introduce short cut keys (ctrl x, ctrl v) to move files • in Windows Explorer / My Computer use Copy and Paste buttons • drop down menus (File) • introduce short cut keys (ctrl c, ctrl v) to copy files	• CIE Tutor Support Guide • CIE Candidate Support Guide • OHTs • additional exercises for each Performance Criterion	As Above
• delete files from more than one directory	• 1.4	• select multiple files using the ctrl key • use drop down menus (File, Delete)		

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Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Three (1.5hrs)				
• create a file using an editor and save in a directory • rename files	• 1.5 • 1.6	• use Word Pad to create and save a simple text file • use Paint to create and save a simple graphics file • in Windows Explorer / My Computer use drop down menus (File) • introduce pop-up menus using the right hand mouse button	• CIE Tutor Support Guide • CIE Candidate Support Guide • OHTs • additional exercises for each Performance Criterion	Also see notes for session 1 Explain about the different file extensions i.e. WordPad - *.doc Paint - *.bmp, *.dib

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Learning Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Four (1.25hrs)				

• save and print files
 	
• examine a directory / folder
	• 1.8
	
	• 1.7
		• go over skills of opening and saving files using files created in Word Pad and Paint (session 3)
		• introduce printing from application toolbar menu (File, Print)
		• introduce the facility of Print Preview and explain why this could be used
		• introduce the difference between Save As and Save and identify when each would be used
		• explain why files should be saved and then printed.
		• explain why some files should not be changed
		• awareness of:
		  - the number of files
		  - their type
		  - size
		  - date created
			• CIE Tutor Support Guide
			
			• CIE Candidate Support Guide
			
			• OHTs
			
			• additional exercises for each Performance Criterion
				When saving a file for the first time the Save As option should be used. This enables the candidates to give the file a name. On future occasions the Save option can be used if the file name / location is not changed.
				
				Files should be saved before printing. If there is a problem with printing and the file has been saved then the candidates work will still be accessible. If work has not been saved and problems occur with printing then there is a possibility that work may be lost.
				
				Changing systems file may cause problems with the performance of the PCs.
				
				File properties can be accessed using the My Computer facility. Properties of each storage device can be accessed though the View dialogue box.

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Resource List

Online Resources

There are many sites available which cover this topic.

http://www.free-ed.net/fr03/lfc/030109/121/

This site has a complete list of topics which can be used as additional help and information for candidates. Of specific help are lessons 2, 5, 7 12, 13, 14. It is necessary to register for access to this site, but this is a free site.

http://www.microsoft.com/windows98/default.asp
This is the official Microsoft Windows 98 site. There are plenty of hints and tips on this site with useful screen shots. This site can be accessed in different languages by logging onto http://www.microsoft.com/worldwide and selecting the appropriate country.

http://pages.zdnet.com/hampsi/computers/id17.html
A useful site that includes a downloadable zipped PowerPoint presentation on file management.

http://tutorials.findtutorials.com/read/id/328
A free tutorial site covering the basics of working with Windows 98.

http://www.cie.org.uk/CIE/WebSite/UCLESData/Documents/Career%20%26%20Skills%20Awards/IT/Resources/glossary.pdf
A Glossary of Terms is available on the CIE website, which is useful for this module.

Books

McBride, P K *Skills Award in Information Technology: Foundation Level* (Edition 2002)
Cambridge University Press ISBN 0521525292

British Computer Society *A Glossary of Computing Terms* (Edition 1998)
Longman ISBN 0582369673

Other Resources

The built-in Windows 98 help files have many hints and tips with a search facility. Also available is the Windows demonstration presentation which can be used to give an introduction to Windows 98.

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