

UNIVERSITY OF CAMBRIDGE INTERNATIONAL EXAMINATIONS

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

Scheme of Work

5285

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. It is advised that candidates have completed the Foundation module 5275 prior to undertaking this module or possess the skills assessed at Foundation level.

What is Assessed in this Module?

In addition to the skills demonstrated at Foundation level, candidates will demonstrated the ability to:

- understand the elements of Windows and the desktop
- use the Find tool to locate files and folders
- format a floppy disc
- select a different printer
- manage the print queue
- find out system information about the computer
- customise the desktop settings

Underpinning Knowledge

Awareness of how to:

- use the basic functions of a personal computer (PC) with a MS Windows operating system
- using the Windows Desktop
- locate files and folders using the Find tool
- format a floppy disc
- select a different printer
- manage the print queue
- find and understand system information
- customise the desktop settings

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 to:

- ideally, have 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 and Paint are installed and that Windows is configured to use Classic Desktop
- ensure that all candidates have been advised of their user names and password, if the PCs are networked
- make sure the PCs are turned OFF before the start of training
- ensure that the candidates have access to a printer – local or networked – that all candidates can print to
- DO NOT copy the files from the exercise disk onto the PCs – candidates will do this during their exercises session
- have an overhead projector and screen OR PC with LCD projector/large monitor
- have flip chart, pens and whiteboard
- CIE Support Guide
- have name cards, paper and pens for the candidates

General Principles and Procedures

You should prepare notes for this session to include information on the basic functions of a PC with a MS Windows 95/98/NT/2000/XP operating system. If using a network to deliver this course you may prepare documents identifying the procedure for logging on.

Scheme of Work

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan One (1.5hrs)				
<ul style="list-style-type: none"> introduction and course objectives getting started understand the elements of Windows and the desktop 	<ul style="list-style-type: none"> 1.1 	<ul style="list-style-type: none"> introduction of trainer, course and candidates if using a network log onto PCs or switch on Standalone PCs demonstrate main components of Windows desktop to include task bar and start menu revision of skills assessed at Foundation level open My Computer and demonstrate how to select a menu using both the mouse and the keyboard to make the selection open the Find dialogue box and explain the different elements demonstrate how to use the keyboard to operate a dialogue box 	<ul style="list-style-type: none"> CIE Tutor Support Guide CIE Candidate Support Guide OHTs additional exercises for each Performance Criterion 	<p>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.</p> <p>Use the additional exercises to reinforce the skills the candidates have learned for each Performance Criterion.</p>

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan One (1.5hrs) Continued				
<ul style="list-style-type: none"> work with application windows and the taskbar 	<ul style="list-style-type: none"> 1.2 	<ul style="list-style-type: none"> open My Computer and identify the different features of a Window such as menu Bar, Title Bar, Status Bar, Program Icon demonstrate the windows control icons open a second window and demonstrate how to manipulate this window open several windows and demonstrate how each has its own Taskbar demonstrate how to customise a Taskbar 		<p>Windows control icons include Minimise, Maximise, Restore and Close.</p> <p>If there is enough time, try these activities:</p> <ul style="list-style-type: none"> use Quick launch toolbar to launch Internet/e-mail use the System Tray to launch the 'house keeping' facilities

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Two (1.25hrs)				
<ul style="list-style-type: none"> understand directory structure create folders and subfolders 	<ul style="list-style-type: none"> 1.3 1.4 1.7 	<ul style="list-style-type: none"> explain the drive icons demonstrate how folders can be assessed through the drive icons using My Computer demonstrate how to move through the folder hierarchy open and close folders demonstrate Windows Explorer as an alternative to My Computer through the C: drive window create a folder rename this folder copy this folder using Copy and Paste demonstrate shortcuts: <ul style="list-style-type: none"> drag and drop shift key & delete shift and close demonstrate how to access folder details demonstrate how to add a program to the Start-Up folder restart the PC to show the application starting automatically 	<ul style="list-style-type: none"> CIE Tutor Support Guide CIE Candidate Support Guide OHTs additional exercises for each Performance Criterion 	<p>Hierarchy structure can be found in the chapter <i>Working With Folders</i> in the support handbook.</p> <p>Drive icons can be seen by accessing My Computer.</p> <p>It should be pointed out to candidates that too many programs should not be added to the Start-Up folder as it will make your PC slow to start up.</p>

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Three (1.5hrs)				
<ul style="list-style-type: none"> working with files 	<ul style="list-style-type: none"> 1.2 	<ul style="list-style-type: none"> in Windows Explorer/My Computer use Cut/Copy and Paste buttons drop down menus (File) introduce speed keys (ctrl x, ctrl c, ctrl v) selection of multiple files using the ctrl key use drop down menus (File, Delete) in Windows Explorer / My Computer use drop down menus (File) introduce pop-up menus using the right hand mouse button demonstrate 'Send to' facility demonstrate the procedure of formatting a floppy disc 	<ul style="list-style-type: none"> CIE Tutor Support Guide CIE Candidate Support Guide OHTs additional exercises for each Performance Criterion 	<p>File names can be a maximum of 256 characters in length including spaces – certain characters must NOT be used.</p> <p>Working with files is very similar to working with folders. Many of the commands are identical.</p> <p>Most floppy discs come preformatted but the procedure of a quick format can be used to erase information from a disc so it can be reused.</p>
<ul style="list-style-type: none"> using the find tool 	<ul style="list-style-type: none"> 1.5 	<ul style="list-style-type: none"> demonstrate the Find menu showing candidates the range of options which are available show how to use the basic wildcards (e.g. *.doc) show how searches can be done using size and date 		
<ul style="list-style-type: none"> create files using application 	<ul style="list-style-type: none"> 1.8 	<ul style="list-style-type: none"> use Word Pad to create and save a simple text file use Paint to create and save a simple graphics file 		

Assessment Objectives	Performance Criteria	Classroom Ideas	Resources	Notes
Session Plan Four (1.25hrs)				
<ul style="list-style-type: none"> printing 	<ul style="list-style-type: none"> 1.6 	<ul style="list-style-type: none"> go over skills assessed at Foundation level display the Printers folder in the Control Panel and open the print queue for the printer which is being used demonstrate how to print the document created in session 3 and show the candidates when the file appears in the queue demonstrate the printer properties and discuss the different options available and that these will be specific to the printer which is being used demonstrate how to change the default printer demonstrate how to pause and resume printing 	<ul style="list-style-type: none"> CIE Tutor Support Guide CIE Candidate Support Guide OHTs additional exercises for each Performance Criterion 	<p>Prior to starting this session ensure that the printer which is to be used is switched on, on line and that there is the correct type of paper loaded.</p> <p>Basic System information can be found through the Control panel, and then double-click the System icon. The System Properties dialogue box is displayed.</p>
<ul style="list-style-type: none"> customise desktop settings 	<ul style="list-style-type: none"> 1.1 	<ul style="list-style-type: none"> explain about the Control Panel and explain why some settings should not be changed demonstrate how to find out basic system information demonstrate how to change screen saver, mouse and date/time settings 		

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. Lessons 2, 5, 7 12, 13, 14 are particularly helpful. 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 visiting <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: Standard Level* (Edition 2003)
Cambridge University Press ISBN 0521525284

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

Other Resources

The built-in Windows 95/98/2000/NT/XP 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 the Windows operating system.