

# COMPUTER ESSENTIALS

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

## **ON COMPLETION OF THIS MODULE THE CANDIDATE WILL BE ABLE TO:**

- 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 the importance of backing up data.
- Recognise considerations relating to green IT, accessibility, and user health.

## **WHAT ARE THE BENEFITS OF THIS MODULE?**

- Covers the key skills and main concepts relating to ICT, computers, devices, and software.
- Certifies best practice in effective computer use.
- Developed with input from computer users, subject matter experts, and practising computer professionals from all over the world. This process ensures the relevance and range of module content.

## **SYLLABUS**

The Syllabus sets out the specific knowledge and skills that make up this module, as informed by input from subject matter experts from a wide range of computer societies and organisations.

[Download the Computer Essentials Module Syllabus \(PDF\)](#)

## **COMPUTER ESSENTIALS SYLLABUS OVERVIEW:**

- Computers and Devices
  - ICT
  - Hardware
  - Software and Licensing
  - Start Up, Shut Down
- Desktop, Icons, Settings
  - Desktops and Icons
  - Using Windows
  - Tools and Settings
- Outputs
  - Working with text
  - Printing
- File Management
  - Introducing Files and Folders
  - Organising Files and Folders
  - Storage and Compression
- Networks

# Essentials Of Computer Security Bp S

**IM Harris**



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