

# ICDL BASE – Computer Essentials – BM1

## Description

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

## Course Content

### Computers and Devices Module 1: ICT

- Define the term Information and Communication Technology (ICT)
- Identify different types of ICT services/uses like: Internet services, mobile technology, office productivity applications

### Module 2: Hardware

- Define the term hardware. Identify the main types of computers like: desktops, laptops, tablets. Identify the main types of devices
- Define the terms processor, Random Access Memory (RAM), storage. Understand their impact on performance when using computers and devices
- Identify the main types of integrated and external equipment like: printers, screens, scanners, keyboards, mouse/trackpad, webcam, speakers, microphone, docking station
- Identify common input/output ports like: USB, HDMI

### Module 3: Software and Licensing

- Define the term software and distinguish between the main types of software like: operating systems, applications. Know that software can be installed locally or available online
- Define the term operating system and identify some common operating systems for computers and devices
- Identify common examples of applications like: office productivity, communications, social networking, media, design, mobile applications
- Define the term End-User License Agreement (EULA). Recognise that software must be licensed before use
- Outline the types of software licenses: proprietary, open source, trial version, shareware, freeware

### Module 4: Start Up, Shut Down

- Start a computer and log on securely using a user name and password
- Log off, shut down, restart a computer using an appropriate routine

### Desktop, Icons, Settings Module 1: Desktop and Icons

- Outline the purpose of the desktop and the taskbar
- Identify common icons like those representing: files, folders, applications, printers, drives, shortcuts/aliases, recycle bin/wastebasket/trash
- Select and move icons
- Create, rename, move, delete a shortcut/alias

### Module 2: Using Windows

- Identify the different parts of a window: title bar, menu bar, toolbar, ribbon, status bar, scroll bar

- Open, collapse, expand, restore down, maximise, resize, move, close a window
- Switch between open windows

### Module 3: Tools and Settings

- Use available help functions
- View the computer's basic system information: operating system name and version number, installed RAM
- Change desktop configuration settings: date and time, volume settings, background, resolution
- Change, add, remove keyboard language. Change default language
- Shut down a non-responding application
- Install, uninstall an application
- Connect a device (USB flash drive, digital camera, media player) to a computer. Disconnect a device using an appropriate routine
- Capture a full screen, active window

### **Outputs** Module 1: Working with Text

- Open, close a word processing application. Open, close files
- Enter text into a document
- Copy, move text within a document, between open documents. Paste a screen capture into a document
- Save and name a document

### Module 2: Printing

- Install, uninstall a printer. Print a test page
- Set the default printer from an installed printer list
- Print a document from a word processing application
- View, pause, restart, cancel a print job

### **File Management** Module 1: Introducing Files and Folders

- Understand how an operating system organises drives, folders, files in a hierarchical structure
- Navigate between drives, folders, sub-folders, files
- Display file, folder properties like: name, size, location
- Change view to display files and folders like: tiles, icons, list, details
- Identify common file types like: word processing, spreadsheet, presentation, portable document format (pdf), image, audio, video, compressed, executable files
- Open a file, folder, drive
- Recognise good practice in folder, file naming: use meaningful names for folders and files to help with searching and organisation
- Create a folder
- Rename a file, folder
- Search for files by properties: all or part of file name using wildcards if necessary, content, date modified
- View list of recently used files

### Module 2: Organising Files and Folders

- Select individual, adjacent, non-adjacent files, folders
- Sort files in ascending, descending order by name, size, type, date modified
- Copy, move files, folders between folders, drives
- Delete files, folders to the recycle bin/wastebasket/trash and restore to original location

### Module 3: Storage and Compression

- Empty the recycle bin/wastebasket/trash
- Identify the main types of storage media like: internal hard disk, external hard disk, network drive, CD,

DVD, Blu-ray Disc, USB flash drive, memory card, online file storage

- Identify file size, folder size, storage capacity measurements like: KB, MB, GB, TB
- View available space on a storage device
- Understand the purpose of file, folder compression
- Compress files, folders
- Extract compressed files, folders to a location on a drive

## **Networks** Module 1: Network Concepts

- Define the term network. Outline the purpose of a network: to share, access data and devices securely
- Define the term Internet. Identify some of its main uses like: World Wide Web (WWW), VoIP, e-mail, IM
- Define the terms intranet, virtual private network (VPN) and identify their main uses
- Understand what transfer rate means. Understand how it is measured: bits per second (bps), kilobits per second (kbps), megabits per second (mbps), gigabits per second (gbps)
- Understand the concepts of downloading from, uploading to a network

## Module 2: Network Access

- Identify the different options for connecting to the Internet like: phone line, mobile phone, cable, wi-fi, wi-max, satellite
- Define the term Internet Service Provider (ISP). Identify important considerations when selecting an internet subscription option like: upload speed, download speed and quota, cost
- Recognise the status of a wireless network: protected/secure, open
- Connect to a wireless network

## **Security and Well-Being** Module 1: Protecting Data and Devices

- Recognise good password policies like: create with adequate length, adequate character mix, do not share, change regularly
- Define the term firewall and outline its purpose
- Understand the purpose of regularly backing up data to a remote location
- Recognise the importance of regularly updating software like: anti-virus, application, operating system software

## Module 2: Malware

- Understand the term malware. Identify different types of malware like: virus, worm, Trojan, spyware
- Be aware how malware can infect a computer or device
- Use anti-virus software to scan a computer

## Module 3: Health and Green IT

- Recognise ways to help ensure a user's wellbeing while using a computer or device like: take regular breaks, ensure appropriate lighting and posture
- Recognise computer and device energy saving practices: turning off, adjusting automatic shutdown, backlight, sleep mode settings
- Recognise that computers, devices, batteries, printer cartridges and paper should be recycled
- Identify some options available for enhancing accessibility like: voice recognition software, screen reader, screen magnifier, on-screen keyboard, high contrast

## **Lab / Exercises**

- Practice exercises will be offered during and at the end of each module

## **Documentation**

- Digital courseware included

## **Exam**

- This training prepares for the exam ICDL Base - Computer Essentials (BM1)

## **Participant profiles**

- Anyone who needs to master the features offered by Windows operating system and Outlook, Word and Excel softwares
- Anyone who want to be ICDL certified

## **Prerequisites**

- No prerequisites

## **Objectives**

- Understand the essential concepts related to ICTs, computers, peripherals and software
- Work effectively with a computer using icons and windows
- Change the main operating system settings and use the built-in help functions
- Create a simple document and print it
- Know the principles of good records management and be able to clearly organize files and folders
- Understand the basic concepts of a network and know how to connect to a network
- Understand the importance of protecting data and hardware from a virus attack

## **Niveau**

Fondamental

## **Classroom Registration Price (CHF)**

1300

## **Virtual Classroom Registration Price (CHF)**

1200

## **Duration (in Days)**

2

## **Reference**

ECDL1-BM1