Computer Essentials Level 1

Module Goals

This module sets out essential concepts and skills relating to the use of devices, file creation and management, networks and data security. Successful candidates 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 of backing up data.
- Recognise considerations relating to green IT, accessibility and user health.

Module Chapters

1. Computers & Devices
2. Desktops, Icons, Settings
3. Outputs
4. File Management
5. Networks
6. Security & Well-being

Additional Course Information

Estimated learning time: 15 hours

Versions available: 2010, 2013

Examinations: 45mins, mock test available

Course style: Online module with offline assignments

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Progression Options

Award in IT User Skills (ECDL Essentials)

Security for IT Users Level 1

Online Essentials Level 1

Flexible Certificate in IT User Skills Level 1

Word Processing Level 1

Spreadsheets Level 1

Presentations Level 1

Improving Productivity Using IT Level 1

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