

Operate a computer

About this unit

Structure

This unit is taken from the national occupational standards for IT Users (ITQ), Unit 2B It is divided into sections covering “what you need to do”, “what you need to know and understand” and “what proof you need”. These are described in detail below.

What it is about

Who is this unit for?

This unit is suitable for you if your work involves the setting up and use of a wide range of different types of hardware safely (eg lap top, PDA, external disc drive, digital camera, web cam or scanner), storage media (eg floppy disc, CD-ROM, DVD, local area network (LAN) or wide area network (WAN)); and using software for complex tasks (eg keeping a project budget, editing a photo for a brochure).

At the end of this unit you will be able to:

Use most types of hardware, software and storage media effectively.

What you need to do

Set up

- 1 1 Connect up a computer with other hardware and storage media safely.
- 2 2 Link a computer to other hardware safely.

Access

- 3 3 Access files on a local area network (LAN) or a wide area network (WAN).

Storage media

- 4 4 Use common storage media.
- 5 5 Identify the best way to transfer files to different types of storage media.
- 6 6 Archive data to make the most of the storage space available.

Tools and techniques

- 7 7 Use common tools and techniques appropriately

EXAMPLE:

Tools and techniques (7): page set-up, short-cuts and print-preview.

What you need to know and understand

Types of computer hardware

- A What most types of computer hardware are.
- B What storage media are available, such as hard disc, floppy discs or CD ROMs.
- C How to use most types of hardware and storage media.

Tools and functions

- D What most tools and functions of the software applications can be used for.
- E How to select and use appropriate tools and functions for complex tasks.

Health and safety issues

- F Ways to keep risks to people to a minimum.
- G Ways to keep risks to hardware to a minimum.

Compatibility

- H What problems can occur when hardware, software and operating systems are not compatible.
- I Why compatibility standards are needed.

Data transmission speeds

- J What general combinations of hardware and software offer very slow or fast transmission speeds

What proof you need

You will need to produce at least **two comprehensive** tasks for your assessor to judge and decide whether you have met the requirements of this unit. These tasks must:

- be fully supported by evidence which has come from your job in the workplace (or from a simulated activity)
- show that you have done and know everything from the “What you need to do” and “What you need to know and understand” sections of the unit