

# Using the computer and managing files

The following checks can be used to assess your skill level with Microsoft Windows, against the syllabus for ECDL Module 2: Using the computer and managing files.

Use the following skill levels to describe how well you know the features:

5. I feel competent with this feature and can use it confidently
4. I feel competent with this feature but I could benefit from support
3. I am aware of this feature, but would need some guidance in using it
2. I am not familiar enough with this feature to use it confidently
1. I am not familiar with this feature at all

## 1 Managing your System

Start-up & Shut-down Features	Current skill level
I know how to start up, restart and shut down my computer correctly.	1 2 3 4 5
I know how to shut down an application which is not responding.	1 2 3 4 5
<b>Viewing System Information</b>	
I can use the Properties of My Computer to show system information	1 2 3 4 5
<b>Desktop configuration</b>	
I know how to check that the correct time zone is set and then adjust the date and time.	1 2 3 4 5
I can adjust the volume of my speakers by clicking on the slider bar.	1 2 3 4 5
I know how to set or change the keyboard language, e.g. between US and UK	1 2 3 4 5
I can adjust the appearance and resolution of my desktop display and set screen saver options	1 2 3 4 5
<b>Working with Icons</b>	
I can start a program from a desktop icon	1 2 3 4 5
I know which desktop icon is a shortcut to my own personal folders.	1 2 3 4 5
I can move icons around on my desktop	1 2 3 4 5
I can arrange icons by Name, by Type, by Size, by Date or <b>Auto Arrange</b>	1 2 3 4 5
I can create a desktop shortcut to a frequently used application	1 2 3 4 5
<b>Managing software</b>	
I know how to install and uninstall software applications	1 2 3 4 5
I can access on-line help to find answers	1 2 3 4 5

## 2 Working with Windows

<b>Using the taskbar</b>	
I can use the taskbar to switch between application windows	1 2 3 4 5
<b>Window layout</b>	
I can identify the title bar, scroll bar, status bar, menu bar and toolbar	1 2 3 4 5
I can minimise, maximise, resize, move and close a window	1 2 3 4 5

### 3 Working with Files and Folders

<b>Removeable media</b>	
I know how to format a floppy disk or Zip disk	1 2 3 4 5
<b>Viewing your Folders</b>	
I understand that folders are arranged in a hierarchy and can display them in a tree view	1 2 3 4 5
I understand the drives and storage devices which are displayed in My Computer	1 2 3 4 5
I can open folders and sub-folders on any drive from My Computer	1 2 3 4 5
I can create a folder, and then another sub-folder beneath it	1 2 3 4 5
I can display files and folders in different ways using the View menu	1 2 3 4 5
I can sort files by name, by size, by type or by date modified	1 2 3 4 5
I understand the difference between System files, Application files and Data files	1 2 3 4 5
I know how to display the number of files in a folder, or files of a particular type	1 2 3 4 5
I know how to display the status of a file and set it to read-only or read-write	1 2 3 4 5
I understand that file name extensions are used by Windows to associate an application with a file type.	1 2 3 4 5
I can rename a file without affecting its file extension	1 2 3 4 5
<b>Selecting, copying and moving files</b>	
I can select a single file, a group of adjacent files, or a group of non-adjacent files	1 2 3 4 5
I can copy a file from one folder to another	1 2 3 4 5
I can copy a folder from one drive to another	1 2 3 4 5
I can move a file from one folder to another	1 2 3 4 5
I can move a folder from one drive to another	1 2 3 4 5
I understand the importance of backing up files to a removable device	1 2 3 4 5
I can delete a file to the recycle bin	1 2 3 4 5
I can restore a file from the recycle bin	1 2 3 4 5
I know how to empty the recycle bin	1 2 3 4 5
<b>Searching for files</b>	
I can use the Search tool to locate a file	1 2 3 4 5
I understand the different search criteria available in the Search tool.	1 2 3 4 5
I know how to view a list of recently used files	1 2 3 4 5
<b>File compression</b>	
I understand the purpose of compressing files	1 2 3 4 5
I know how to compress files in a folder	1 2 3 4 5
I can extract compressed files from a folder	1 2 3 4 5

## 4 Simple Editing and Printing

I can start and close a basic Windows editor.	1 2 3 4 5
I can use the editor to create and save files.	1 2 3 4 5
I know how to display a window showing all the printers visible to my PC, and start a wizard to help <b>Add a new printer</b> .	1 2 3 4 5
I know how to change the default printer within the list of printers displayed	1 2 3 4 5
I can print a document from a basic Windows editor	1 2 3 4 5
I know how to view the progress of print jobs in the print queue	1 2 3 4 5
I know how to pause, restart and delete jobs in the print queue	1 2 3 4 5
I know how to capture an image of the screen and paste it into a document	1 2 3 4 5

## 5 Dealing with viruses and virus protection

I know what a virus is and what effect it might have on my computer	1 2 3 4 5
I understand how viruses can be transmitted onto a computer	1 2 3 4 5
I know how to protect my computer using anti-virus software	1 2 3 4 5
I understand that my anti-virus software needs updating regularly	1 2 3 4 5
I can use my virus scanner to check specific drives, files or folders	1 2 3 4 5