Mineral Resources Infrastructure Work

Level - I

Learning Guide -06

Unit of Competence: -   **Use Personal Computer**

Module Title: -   **Using Personal Computer**

LG Code: -   **MIN MRI1 M02 LO1-LG-06**

TTLM Code: -   **MIN MRI1 TTLM 0819v1**

LO1: Start computer, system information and features

Instruction Sheet-1	Learning Guide - 06

This learning guide is developed to provide you the necessary information regarding the following **content coverage** and topics –

- o Applying ergonomic requirements
- o Adjusting workplace
- o Computer operation safety requirements
  - ▪ occupational health and safety (OHS) requirement
  - ▪ organizational safety requirement
- o Understanding basic system information
- o Computer starting procedures
- o Identifying basic functions and features
- o Customizing desktop configuration
- o Using help functions

This guide will also assist you to attain the learning outcome stated in the cover page. Specifically, upon completion of this Learning Guide, **you will be able to –**

- Adjust workspace, furniture and equipment suitable to users' ergonomic requirements
- Ensure work organization that meets organizational and occupational health and safety (OHS) requirements for computer operation
- Identify basic functions and features using system information
- Start computer or log on according to user procedures
- Customize desktop configuration, if necessary, with assistance from appropriate persons
- Use help functions as required

Learning Instructions:

1. Read the specific objectives of this Learning Guide.
2. Follow the instructions described below 3 to 6.
3. Read the information written in the information "Sheet 1, Sheet 2, Sheet 3, and Sheet 4" and sheet 5.
4. Accomplish the "Self-check 1, and Self-check 2" **in page 9, and 10** respectively.
5. If you earned a satisfactory evaluation from the "Self-check" proceed to "Operation Sheet 1, and Operation Sheet 2" **in page 11 and 12 respectively.**
6. Do the "LAP test" **in page – 13** (if you are ready).

Information Sheet-1	**Adjusting workspace, furniture and equipment suitable to users' ergonomic requirements**

1.1 **What is workplace?**

- A workplace is a location where someone works for his or her employer, a place of employment. Such a place can range from a home office to a large office building or factory.

1.2 **What is ergonomics?**

- Ergonomics is the science of making the workplace, furniture and equipment: -

    Safer

    More comfortable and

    More productive

- Ergonomics is also study of the relationship between people, their work and their physical work environment.

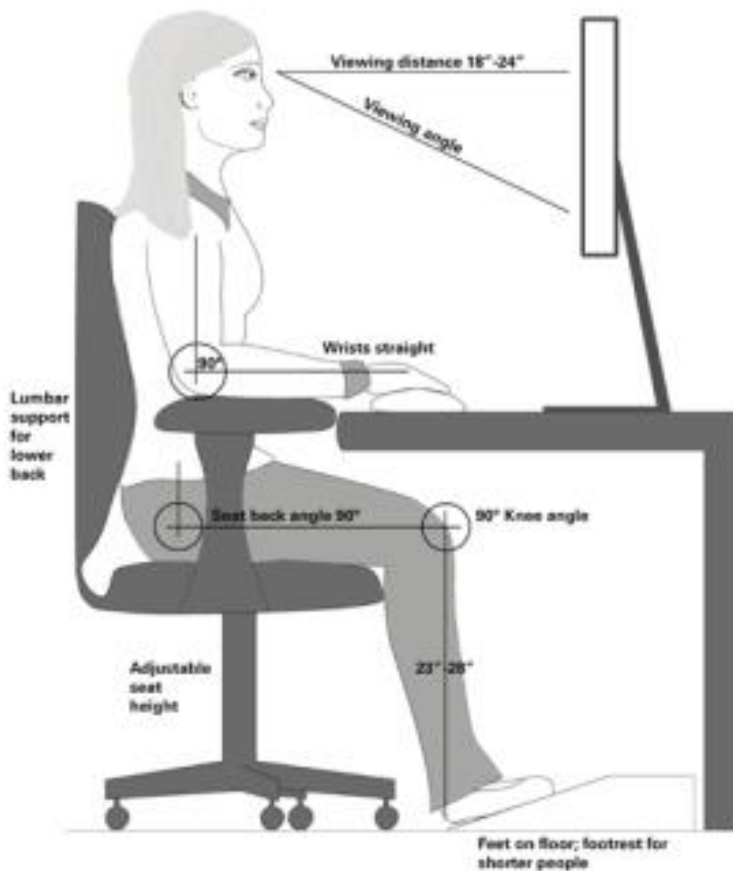- Major goal of ergonomics is to fit the task or job to the individual

Fig.1.1 Ergonomic seating in workstation

Information Sheet-2	**Ensure work organization that meets organizational and occupational health and safety (OHS) requirements for computer operation**

2.1 Work Organization

- Work organization is about the organization and management of computer work and the jobs involving computer work.

- Features of good work organization that may reduce the risk of computer-related health issues   include: - Pain; Fatigue; Muscle discomfort; Numbness; Stiffness;

2.2 Occupational health and safety (OHS),

- Occupational health and safety (OHS) or workplace health and safety (WHS), is a multidisciplinary field concerned with the safety, health, and welfare of people at work.

Information Sheet-3	**Identify basic functions and features using system information**

3.1. What is a computer?

- A computer is an electronic device, operating under the control of instructions stored in its own memory that can accept data (input), process the data according to specified rules, produce information (output), and store the information for future use.
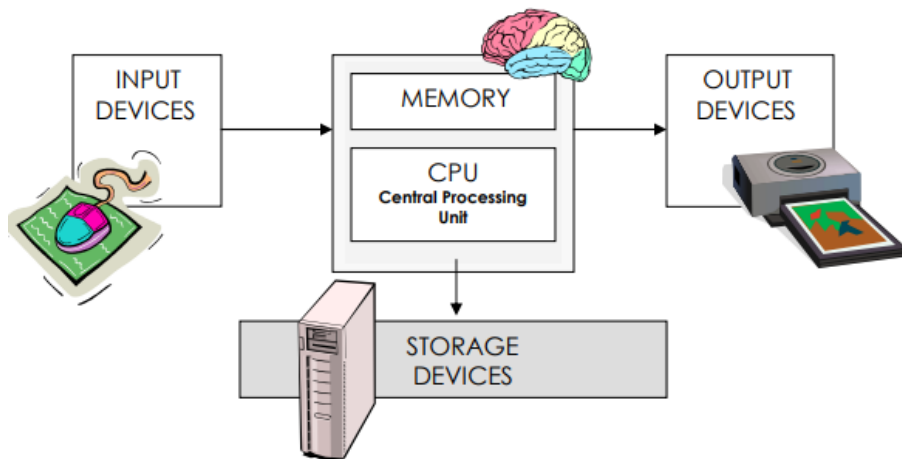

fig.3.1 computer system

3.2 Basic functions and features of computer

3.2.1. Computer features
- Any kind of computers consists of **HARDWARE** and **SOFTWARE**.

3.2.2. Computer hardware
- Computer hardware are the physical components of a computer containing the following

Fig.3.2. Computer parts

3.2.3. Computer Software

- Software is a generic term for organized collections of computer data and instructions, often broken into two major categories: system software that provides the basic non- task-specific functions of the computer, and application software which is used by users to accomplish specific tasks

3.3. Functions of computer

The computer does the following for you.

1. accepts information (input)
2. changes the information (process)
3. produces new information for you (output), and
4. stores the new information (storage)

The computer completes 4 basic functions that make up the information processing cycle.

- Input - data that you put into the computer
- Process - how your data changes
- Output – data that you can take from your computer
- Storage – where data is stored

The way that the computer processes information is kind of like the way your own brain works.

- Input = what you take in through your eyes, ears, mouth & nose

- Processing = your brain

- Output = your verbal and written reactions

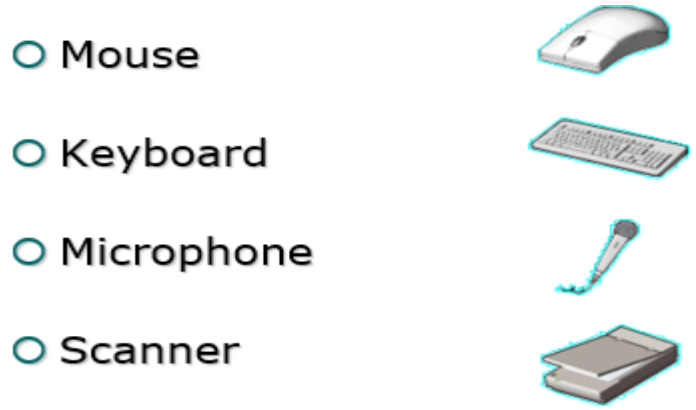- Storage = what you save and where and what you throw away

○ Mouse

○ Keyboard

○ Microphone

○ Scanner

fig. 3.3.Parts of a Computer Input Devices

F.g.3.4.Function of keyboard

o Monitor

o Printer

o Speaker/Headphone

F.g.3.5.Parts of a Computer Output Devices

Information Sheet-4	Start computer or log on according to user procedures

- In general computer usage, logon is the procedure used to get access to an operating system or application, usually in a remote computer. Almost always a logon requires that the user have

    (1) a user ID and (2) a password.

- The term start (startup) can also be used to describe when computer loads a software program or is first booting. Start in general refers to the beginning of something.

Information Sheet-5	Customize desktop configuration, if necessary, with assistance from appropriate persons

5.1. The desktop (overview)

- The desktop is the main screen area that you see after you turn on your computer and log on to Windows.

- Customization is the action of modifying of software or hardware or other items to suit a user e.g changing desktop back ground

5.2. Working with desktop icons

- Icons are small pictures that represent files, folders, programs, and other items. When you first start Windows, you'll see at least one icon on your desktop: The Recycle Bin (more on that later). Your computer manufacturer might have added other icons to the desktop.

Some examples of desktop icons are shown below.

F.g.5.1.desck top icon

5.3. Computer configuration

- Configuration is a system, refers to the arrangement of each of its functional units, according to their nature, number and chief characteristics. The way a system is set up, or the assortment of components that make up the system.

- Configuration can refer to either hardware or software, or the combination of both

- When you install a new device or program, you sometimes need to configure it, which means to set various switches and jumpers (for hardware) and to define values of parameters (for software). For example, the device or program may need to know what type of video adapter you have and what type of printer is connected to the computer. Thanks to new technologies, such as plug-and-play, much of this configuration is performed automatically

Self-Check -1	Knowledge Test

Directions: Answer the following questions in the space provided below. 1 point each

I. Choose the correct answer

_____ 1. From the following alternatives, what is not the basic function of a computer?

      A) Storage   B) Process   C) Input   D) Mouse

_____ 2. A generic term for organized collections of computer data and instructions is called _____.

      A) Software   B) Hardware   C) Info software   D) System ware

_____ 3. A software which is used by users to accomplish specific tasks is:

      A) System software   B) Application software   C) Hardware   D) None

I. Say true or false for the following statements

_____ 4. Ergonomics is a science that study the relationship between people, their work and their physical work environment.

_____ 5. Occupational health and safety is not necessary in using personal computer.

.

II. Match column "A" with similar meaning of column "B"

Column "A"	Column "B"
_____ 7. Input	A. How your data changes
_____ 8. Process	B. Where data is stored
_____ 9. Output	C. Data that you put in to the computer
_____ 10. Storage	D. Data that you can takeoff of your computer

Note: **Satisfactory rating - 10 points**   **Unsatisfactory - below 10 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____

Self-Check -2	Knowledge test

I.   Choose the correct answer for the following question

1. "Desktop" is a computer term that refers to?

   _____ A) Something that is for the computer programmer only.

   _____ B) The part of your work area where the computer monitor sits.

   _____ C) The initial screen showing icons for folders, applications and files.

   _____ D) The desk that your computer is stationed on.

2. The desktop is:

   _____ A) an icon.

   _____ B) located in Program Files.

   _____ C) located in Accessories-Utilities.

   _____ D) the working area of the Windows screen.

II.   Say true or false for the following statements

_____ 1. Computer processing unit is the main screen area that you see after you turn on your
Computer.

_____ 2. Desktop icons are small pictures that represent files, folders, programs and other items

_____ 3. Configuration refers only to hardware in the arrangement of functional units.

_____4. Changing desktop background is refers to customization.

Note: **Satisfactory rating - 7 points**   **Unsatisfactory - below 7 points**

Answer Sheet

Score = _____

Rating: _____

Name: _____   Date: _____
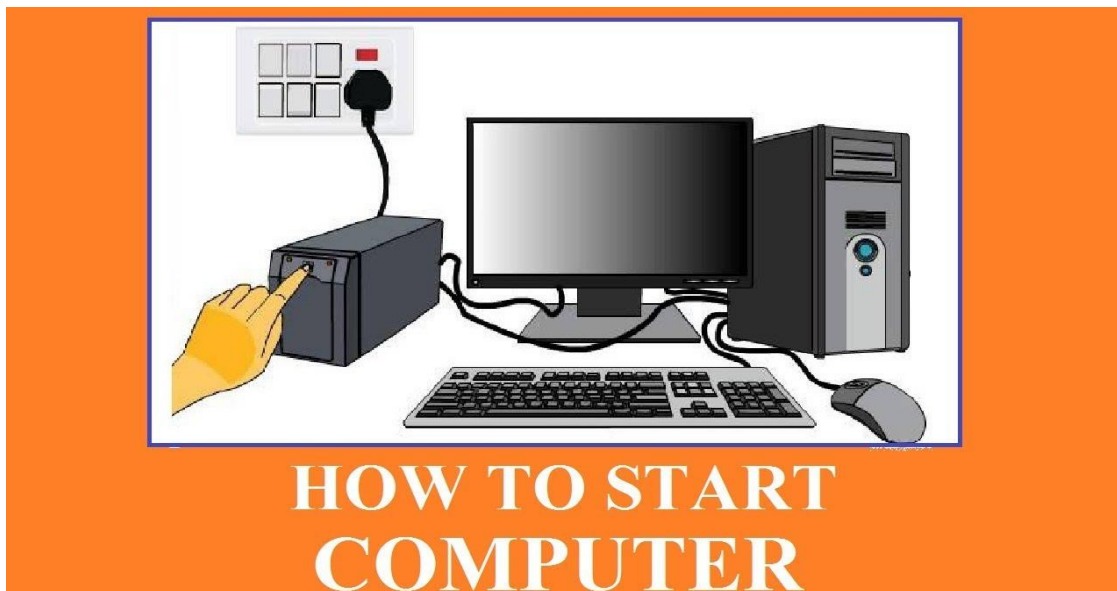
Operation Sheet-1	Startup Computer

Steps to startup a computer

Start a Computer:

Step 1:   Press the start button on the CPU power.

Step 2:   Wait while the computer boots. When the computer has finished booting, it will show a dialogue box that will ask for a user name and password.

Step 3:   Enter your user name and password, then click "OK."

Step 4:   Your computer is now ready to use.

F.g.1.1.start computer

Operation Sheet- 2	Steps how to working with desktop icons

Step-1. To add a shortcut to the desktop

1. Locate the item that you want to create a shortcut
2. Right-click the item, click Send to, and then click Desktop (create shortcut). The shortcut icon appears on your desktop.

Step-2. To add or remove common desktop icons

- Common desktop icons include Computer, your personal folder, Network, the Recycle Bin, Internet Explorer, and Control Panel.
  1. Right-click an empty area of the desktop, and then click Personalize.
  2. In the left pane, click Change desktop icons.
  3. Under Desktop icons, select the check box for each icon that you want to add to the desktop, or clear the check box for each icon that you want to remove from the desktop, and then click OK.

Step-3. To move a file from a folder to the desktop

1. Open the folder that contains the file.
2. Drag the file to the desktop.

Step-4. To remove an icon from the desktop

- Right-click the icon, and then click Delete. If the icon is a shortcut, only the shortcut is removed; the original item is not deleted.

Step-5. To change the desktop background

1. Right-click on your desktop and choose Personalize.
2. Click the Desktop Background link.
3. Click the picture or color you want for your desktop background.
4. Under how the picture should be positioned, choose to have the picture fit the screen, tile, or be centered on the screen, and then click OK.

LAP Test -1	Setup your Desktop computer

> **Setting up a Desktop computer**

F.g.1.2. computer parts

Instruction

1. Unpack your components. ...
2. Place the CPU
3. Connect the monitor to the CPU
4. Plug in the mouse and keyboard
5. Connect any speakers
6. Plug the CPU and monitor into an outlet. ...
7. Turn on the computer. ...
8. Report

Source /reference/ from website /internet/

1. Basic computer skills

2. Ch.01-introduction to computer

3. Guide-ergo-comp-workstation

4. Cp-106

5. Basic computer organization

6. Occupational health and safety for computer

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