

Easy Steps



Unit 2781 (V8)

**Manage and protect data
in a personal computer**

with
Windows 7

- ☒ Easy to follow
- ☒ Step-by-step instructions
- ☒ Covers Unit Standard Criteria

A Cheryl Price Publication

Unit Standard 2781 (Version 8)

Manage and protect data in a personal computer

This book covers the course outline for the following New Zealand Qualifications Authority Unit Standard:

Unit Standard 2781 - GENERIC COMPUTING (Level 2, Credit 3)
Manage and protect data in a personal computer

All topics in the Unit Standard are included in this book.

Retrievable exercise files are used with this book. These are available for free download from our web site at www.cherylprice.co.nz. Instructions for downloading are included on the next page.

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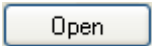





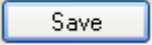
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Downloading Exercise Files

Exercise files can be downloaded from the Cheryl Price web site as follows:

1	In your web browser, type: www.cherylprice.co.nz
2	Press Enter on the keyboard to display the Cheryl Price website.
3	Click in the Product Search box and type the number of this unit standard, as shown at the right. <div data-bbox="1161 443 1465 622" data-label="Image"> </div>
4	Click on  Search
5	Click on US 2781
6	Under the Exercise Files heading click on the underlined blue hyperlink, ie Book Exercise Files – V8 Windows7 Free Download The File Download dialog box will display.
7	If you have Winzip use the following instructions otherwise move to step 8. <div data-bbox="268 1037 579 1081" data-label="Text"> <p>a Click on  Open .</p> </div> <div data-bbox="268 1193 770 1238" data-label="Text"> <p>b Click on the  of the  Unzip button.</p> </div> <div data-bbox="268 1261 1465 1339" data-label="Text"> <p>c If My Documents folder is not displayed click on Set default unzip folder at the bottom of the list. Ensure My Documents is selected then click on Select Folder.</p> </div> <div data-bbox="268 1440 1465 1507" data-label="Text"> <p>d Click on the  of the  Unzip button and click on the My Documents folder. The files will be unzipped.</p> </div>
8	Click on  Save and ensure My Documents folder is displayed. Click on  Save
9	Click on Open Folder which will display My Documents folder. Right click on the zipped exercise file and select Extract All. Click on Extract. A folder will be created containing the exercise files.

Files used in this book

(Instructions are on previous page for downloading retrievable files from our web site.)

Names of files	
AbeecoW	Fashion Xpress
Advert for Medieval Fayre	Fit for Life Gym
ASB Bank	Hat
Beads, Seeds and Shells	Jury Service
Car	Motor Homes
Cashflow	P-Cruises
Creative Caps	Quotation
Davidsons	Retirement Scheme

Unit Standard 2781 Version 8 (Windows 7)

Title	Manage and protect data in a personal computer		
Level	2	Credits	3

Purpose	People credited with this unit standard are able to: manage files in a personal computer; demonstrate knowledge of common threats to data stored on a personal computer and data protection measures used on a personal computer.
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Classification	Computing > Generic Computing
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Available grade	Achieved
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Explanatory notes

- 1 Definitions
Organisational requirements mean the documented policies and procedures or commonly accepted practices of a workplace, school or training provider. The candidate must be given access to the policy and procedures prior to being assessed against this unit standard.
Personal computer for the purposes of this standard means either a stand-alone or a networked computer; or digital device e.g. personal digital assistant such as a smart phone.
- 2 For assessment purposes this standard is a practical demonstration of knowledge. Oral or written responses may be used to clarify knowledge.
- 3 Legislation relevant to this unit standard includes but is not limited to the:
 Health and Safety in Employment Act 1992
 Copyright Act 1994
 Privacy Act 1993
 Unsolicited Electronic Messages Act 2007.
- 4 An assessment resource to support computing unit standards (Levels 1 to 4) can be found on the NZQA website at <http://www.nzqa.govt.nz/for-providers/resources/index.html>.
- 5 Students cannot use credit for both this unit standard and achievement standard 91070, *Demonstrate understanding of basic concepts of information management*, towards a New Zealand Qualification, including a National Certificate of Educational Achievement.

Outcomes and evidence requirements

Outcome 1

Manage files in a personal computer.

Evidence requirements

- 1.1 Searching for and locating files on the personal computer is demonstrated according to organisational requirements.

Range may include – browsing through directory/tree, using a search mechanism;
evidence of one is required.

- 1.2 Folders are created in accordance with organisational requirements.

Range includes – file structure, folder names relevant to the content, storage of files in a folder, subfolders.

- 1.3 File management actions are performed on a computer according to organisational requirements.

Range actions may include – creating, saving, opening, copying, naming, renaming, moving, deleting, archiving, retrieving, file size;
evidence of five actions is required.

Outcome 2

Demonstrate knowledge of common threats to data stored on a personal computer.

Evidence requirements

- 2.1 Common threats to data stored in a personal computer are described in terms of their impact on the data or system.

Range threats may include – unauthorised access, virus/Trojan attack, malware, spyware, power failure, natural disaster, data corruption, hardware failure, network access, malicious script;
evidence of three threats is required.

Outcome 3

Demonstrate knowledge of data protection measures used on a personal computer.

Evidence requirements

- 3.1 Measures to ensure the integrity of data held in a personal computer are described in terms of organisational practice.

Range measures may include – back-up and restore techniques, frequency of saving, virus protection facility, UPS or surge protector, access control, personal network protection read only files, employee training; evidence of three measures is required.

- 3.2 Measures to secure the system from unauthorised access are described according to organisational practice.

Range security measures may include – passwords, log-off, shutdown, physical security (room access, locked keyboards, and/or locked workstations), anti-virus/Trojan/malware software, firewalls; evidence of three measures is required.

Planned review date	31 December 2015
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Status information and last date for assessment for superseded versions

Process	Version	Date	Last Date for Assessment
Registration	1	30 September 1994	31 December 2013
Review	2	24 September 1997	31 December 2013
Revision	3	28 July 1998	31 December 2013
Review	4	30 July 2002	31 December 2013
Revision	5	16 July 2004	31 December 2013
Review	6	22 May 2009	31 December 2013
Revision	7	18 February 2011	31 December 2014
Review	8	15 November 2012	N/A

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Sample Document

Learning Outcomes

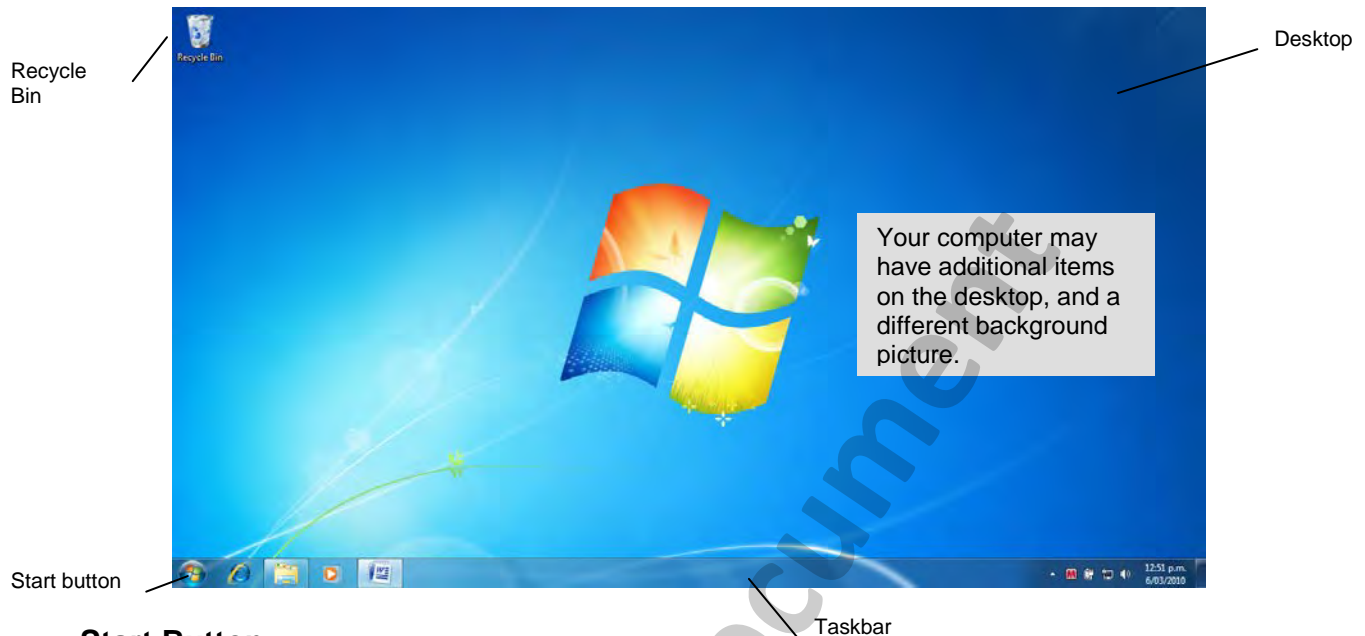
At the end of this section you should be able to -

- ☐ Use Windows Explorer to:
 - Browse through a folder structure to find files
 - View files and folders
 - Display file and folder properties
 - Use file names that clearly identify a file
 - Create a logical structure for folders and files
 - Select files
 - Create folders
 - Copy files
 - Move files
 - Rename files
 - Delete files and folders
 - Open files
- ☐ Use the Recycle Bin
- ☐ Search for files and folders
- ☐ Create shortcut icons on the desktop
- ☐ Backup and recover data

Getting Started in Windows

Exercise 1

- Turn your computer on if necessary. (Depending on the setup of the computer, you may have to enter your name and password to log on to Windows.) Your desktop may look different to the one below; it may have a different background picture and it may contain different icons.



Start Button

The Start button is used to access all the programs loaded on your computer. It also provides access to various Windows settings.

Desktop

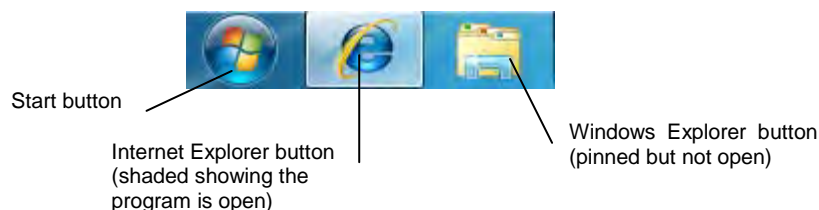
The desktop is the first screen that appears when Windows is loaded. You can change the look of the desktop by altering the background picture (called “wallpaper”), adding/removing icons, etc.

Recycle Bin

When files are deleted from the hard drive they are sent to the Recycle Bin, where they can be retrieved if necessary.

Taskbar

Some programs are permanently “pinned” to the Taskbar meaning that their button always displays even if the program is not in use. The taskbar also displays all programs currently open as buttons. An open program has a shaded box around it. A pinned program that is not currently opened does not have a shaded box





Windows Explorer

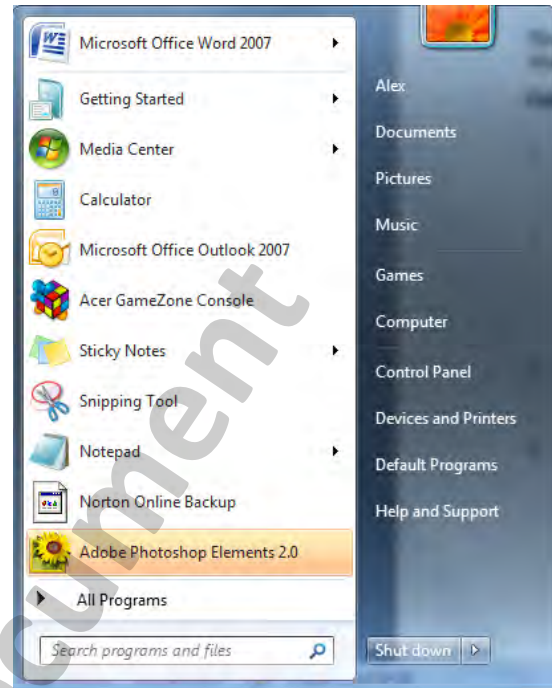
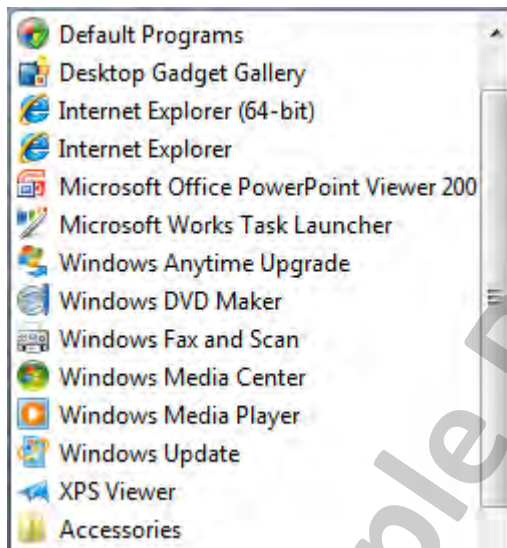
A file management program used to organise files and folders, eg the files stored permanently on your hard drive. The Windows Explorer button is pinned to the Taskbar by default.

Starting a Program

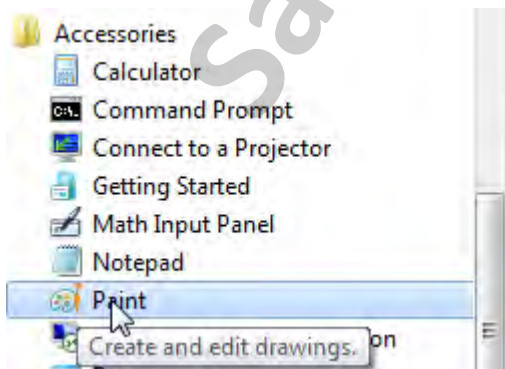
The Start button is located in the bottom left corner of the screen and is used to access programs, change settings, open documents, and find items in Windows.

Exercise 2

- 1 Click on the Start button . The Start menu will display as shown at the right. Your Start menu will contain different programs, depending on what is installed on your computer.
- 2 Click on  All Programs. The All Programs menu will display a list of program groups and programs.



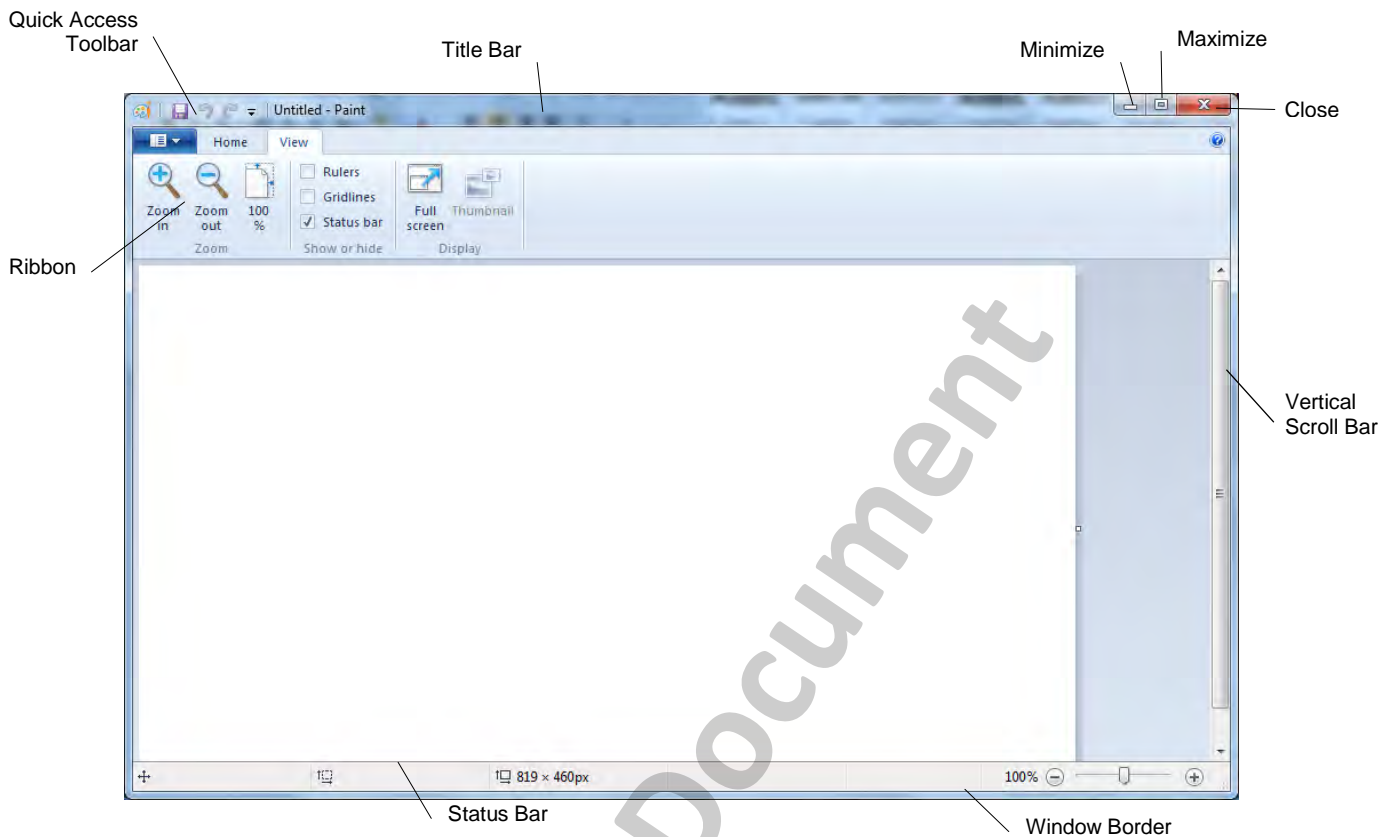
- 3 Click on  Accessories to display the Accessories menu.
- 4 Move your mouse pointer down to the word **Paint**.



- 5 Click the left mouse button to start the Paint program. Paint is a program that allows you to draw your own pictures.

Parts of a Window

In Windows you will notice that many windows contain common elements. These elements are labelled and described below.



Quick Access Toolbar

A toolbar containing buttons for commonly performed actions. By default these buttons are Save, Undo and Redo, but other buttons can be added to the toolbar.


Title Bar

Displays the program and file name. The Title Bar can be used to drag the window to another area of the screen.

Minimize Button

Reduces the window to a button on the Taskbar.

Maximize Button

Increases the size of the window to display full screen. When a window is maximised, the Maximize button displays as the Restore Down button . Clicking on the Restore Down button will reduce the size of the window.

Close Button

Closes the window (which closes the program you are currently working in).

Ribbon

A strip at the top of the screen containing tabs and buttons used to perform all the functions of the program.

Status Bar

Displays information about the current file.

Window Border



Used to resize the window. When the mouse pointer is moved to the edge of the window it will change to a double-headed arrow – click and drag to resize the window if it is not full screen.

Vertical Scroll Bar


A bar with arrows on either end used to scroll up and down the program screen.

Working with the Minimize Button




Exercise 3

- 1 Click on the Minimize button  in the top right corner of the window.
The Paint window will appear as a button at the bottom of the screen on the Taskbar.
- 2 To restore Paint, click on  on the Taskbar. The Paint window will be displayed as you left it before it was minimized.

Working with the Maximize Button

For this exercise it is assumed that your window starts as the default size (ie not maximised). If your Paint window is maximised (fills the whole screen) click on the Restore Down  button before continuing with the exercise.

Exercise 4

- 1 In the Paint window, click on the Maximize button .
The Paint window will expand to display fully on screen. Notice that the window extends right out to the edges of your screen. This allows you to see everything within the window.
Look at the Maximize button now and you will notice that it has changed to display the Restore Down button .
- 2 Click on the Restore Down button  to change the window back to its former size.

Moving a Window

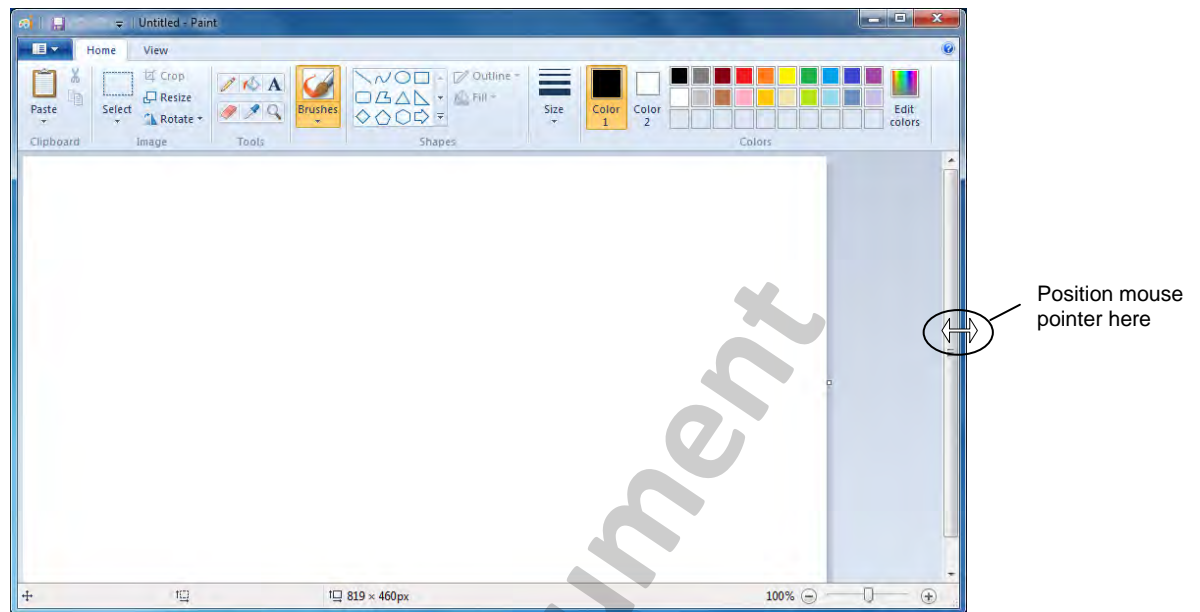
Exercise 5

- To move the entire window, click on the Title Bar at the top of the screen. Hold down the left mouse button and drag the Paint window around the screen (the Title Bar cannot be dragged if the window is maximised).

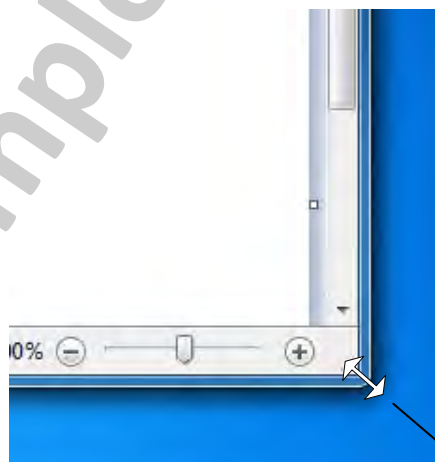
Resizing a Window

Exercise 6

- 1 Position the mouse pointer at the right edge of the window, as shown below. The mouse pointer will change to a double-headed arrow.



- 2 Click and drag the mouse pointer to the left to decrease the width of the window. Then click and drag to the right to increase the width. Note that the same technique can be used to increase or decrease the height of the window.
- 3 To resize the window both vertically and horizontally, position the mouse pointer in the lower right corner of the window. Click and drag the mouse pointer diagonally away from the window to increase the size.



- 4 Resize the Paint window to its original size.

Snap

The Snap feature allows you to expand and maximise windows using one mouse move.

Maximising using Snap

Exercise 7

- 1 To maximise the Paint window, click and drag the Title bar to the very top of the screen.
- 2 To restore it again, double click at the very top of the window.

Resizing Windows using Snap

Snap allows you to quickly expand windows vertically.

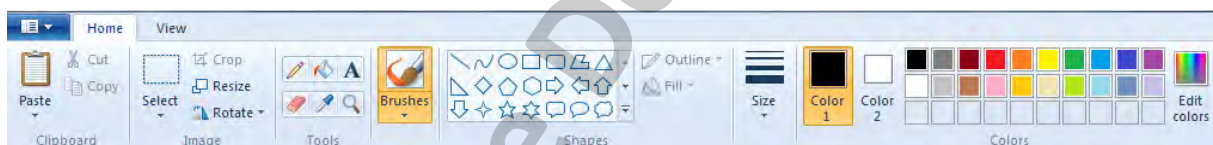
Exercise 8

- 1 Position the mouse pointer on the bottom window border.
- 2 Click and drag so that the bottom of the Paint window touches the Taskbar. The window will instantly expand to touch both the top and bottom of the screen, but the width will not change.
- 3 To return to the original window size, double click on the Title Bar.

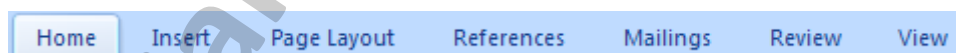
You can also “snap” a window to the left or right side of the screen. This will make the window automatically resize to take up half the screen. This is useful for comparing windows side by side.

The Ribbon



The Ribbon is the strip at the top of the window providing access to all the tools required for working with a picture.




The Ribbon has a series of tabs along the top; click on the tab to display the Ribbon required. The Ribbon in Paint is very simple and only has two tabs: Home and View. With Microsoft Office programs the Ribbon has more tabs. The Ribbon tabs for Microsoft Word are shown below.



Exercise 9

- 1 Click on the View tab  to display the View Ribbon.
- 2 Click on the Home tab  to return to the Home Ribbon.

Close Button

The Close button  is used to close the window and exit the program.

Exercise 10

- Click on the Close button  to close the Paint program.

Notepad

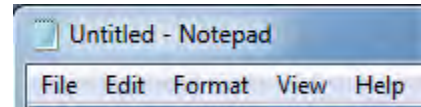
Notepad is a program supplied with Windows 7 which allows you to create very simple text documents.

Exercise 11

- Click on the Start button . Select All Programs, Accessories. Click on  Notepad .

Menus

Some windows contain a menu bar at the top of the screen instead of a Ribbon. Clicking on an item on the menu bar will display a drop-down menu. These menus provide access to features found within the application.



As you can see Notepad has five pull down menus.

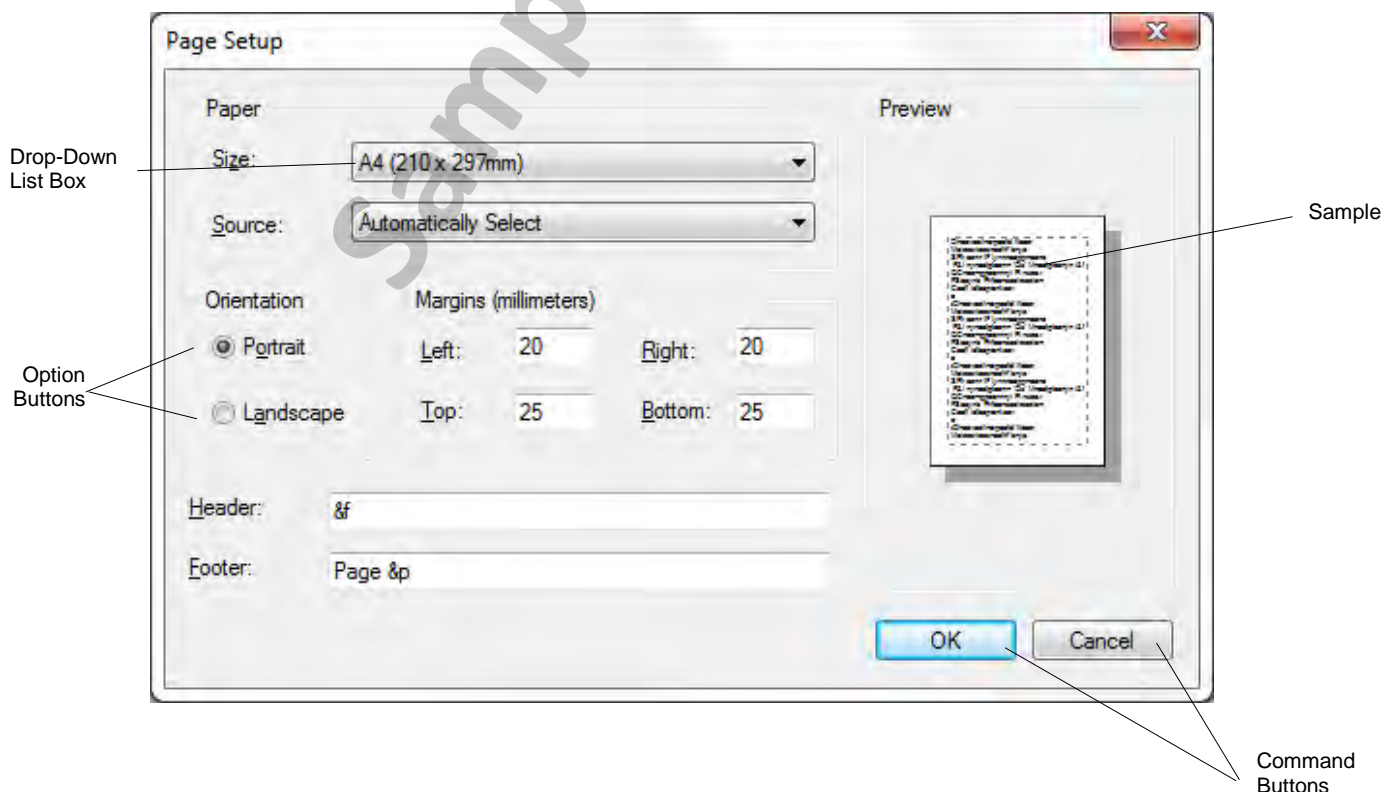
File Edit Format View Help

Exercise 12


- 1 Click on the word **File** on the Menu bar.
A pull down menu will display different options, eg New, Open, Save, etc. (Notice shortcut keys appear at the right of some features.)
- 2 Click on the word **File** on the Menu bar again to turn off the pull down menu.
When we refer to a menu item in this book, it will appear in brackets, eg [File]. The next word after this will be the menu option that you are to select, eg choose [File] Page Setup means to click on the File menu and select the Page Setup option.
- 3 Choose [File] Page Setup. The Page Setup dialog box will display.

Dialog Boxes

Various dialog box options are labelled below.



Dialog box options are described below.

- Drop-Down List Box* Click on  to drop-down a list of options.
- Option Buttons* A dot in an Option button indicates the feature is turned on. (Click in another Option button to change the option). Only one circle option can be chosen.
- Command Buttons* Clicking on OK (or pressing Enter) within a dialog box, accepts all the options chosen within that dialog box.
- Clicking on Cancel (or pressing Esc), means that none of the changes selected within the dialog box will take effect.
- Sample* Displays how text will appear with the chosen options.







Exercise 13

- Click on  to close the dialog box.

Working with Multiple Programs

The ability to have several programs open at one time is one of the main advantages of using Windows. It is easy to switch between tasks (such as writing a letter and creating a spreadsheet). Data can then be transferred from one program to another, quickly and easily.

Exercise 14

- 1 With Notepad still open, click on the Start button . Select All Programs, Accessories. Click on  Paint .
Hint: Because you have opened Paint before you might find it is now pinned to the main Start menu. If this is the case you can simply click on  and then click on  Paint .
- 2 Click on  and select All Programs, Accessories. Click on  WordPad . WordPad is a basic word processing program supplied with Windows 7.

Switching from Window to Window

Switching between programs is important when working in Windows. It is not necessary to exit and re-enter programs when you want to work in more than one program or document at a time.

The Taskbar

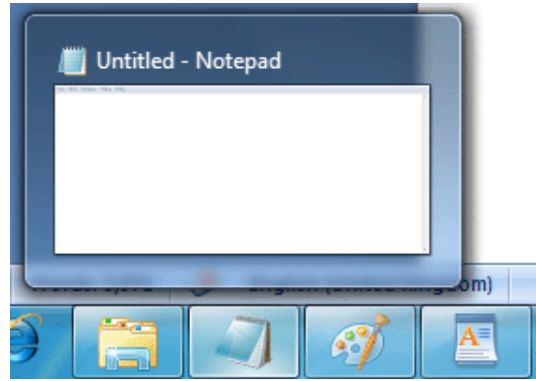
The Taskbar (at the bottom of the screen) displays the programs currently open. Each program is represented by a button. At the moment, Paint, Notepad and WordPad are all open and therefore have a button on the Taskbar. (On your computer other programs may also be open and therefore have an icon displayed.) To switch to the required window, click on the relevant Taskbar button.





Peek

Peek is a Windows 7 tool which lets you “peek” at an open file from the Taskbar. Rest your mouse pointer over the button on the Taskbar to preview. In the image at the right, Notepad is being peeked at.

Note that in some computers, Peek may not be available. If you do not have access to Peek, skip to Exercise 29.



Exercise 15


- 1 Rest your mouse pointer on the Paint button on the Taskbar . The Paint window will be previewed.
- 2 Click on the Paint button to display the Paint window on top of all other windows.
- 3 Peek at and then click on the WordPad button .

Multiple Instances

It is possible to have multiple versions of the same program running, or multiple documents open within one program. When this occurs, you still only have one button on the Taskbar. You use the Peek feature to preview each open version.

In the following exercise you will open a second instance of the Paint program.

Exercise 16

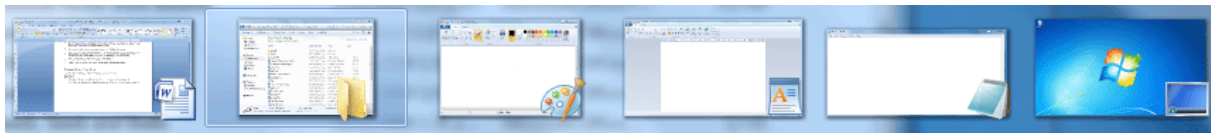
- 1 Ensure the Paint program is still open. Click on the Start button, click on All Programs, Accessories, Paint to open a second version.
Note that on the Taskbar there is still only one Paint button.
- 2 Position your mouse over the Paint button . Peek will show a preview of the two versions.
- 3 Move your mouse over one of the previewed Paint windows. All other open windows will fade so that the one you have previewed is displayed on your screen. (Note: this option may be disabled on some computers.)
- 4 Click on the left Paint preview to display the window.
- 5 Click on the Paint button on the Taskbar. Note that the program does not open; Windows is waiting for you to select which instance of the program you want to display.
- 6 Click on the preview at the right to display this version of Paint.
- 7 Use the Close button to close one of the instances of the Paint program.

Switching Windows Using Alt Tab

Another way of switching between windows is by using Alt Tab.

Exercise 17

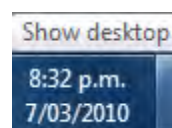
- 1 Hold down the Alt key and press the Tab key. Keep the Alt key pressed down.
A window will appear in the centre of the screen containing an icon for each open program.




- 2 Press the Tab key. Each time you do this, you will be moved to another running program. When you have reached the program you wish to switch to, release the Alt key and it will appear on screen.
- 3 Practise switching from window to window. Display the Paint window.

Viewing the Desktop

Sometimes you may want to view your desktop, but it is covered by multiple windows. Rather than minimising all windows individually, you can use the Show Desktop button. The Show Desktop button can be used to peek at the desktop, or to instantly minimise all open windows. The Show Desktop button is positioned to the right of the clock on the Taskbar.



Show Desktop button

Holding down the Windows key  and pressing D will also display the desktop.

Exercise 18

- 1 Position the mouse pointer over the Show Desktop button at the extreme right of the Taskbar. All open windows will fade so the desktop is displayed.
- 2 Click on the Show Desktop button. All windows will minimise.
- 3 Click on the Show Desktop button again to restore all windows.

Shake

The Shake feature is used to minimise all windows on the desktop except the currently selected window. You literally just shake the window to minimise all others.

Exercise 19

- 1 Click and hold on the Title bar of the Paint window.
- 2 Shake the mouse pointer back and forward rapidly (you only have to make small movements). All other windows will minimise.
- 3 Repeat the Shake to restore all windows.

Creating and Saving a Document

For this exercise you will create a document in WordPad. The document will be saved into the Documents library and also onto a USB drive.


Exercise 20

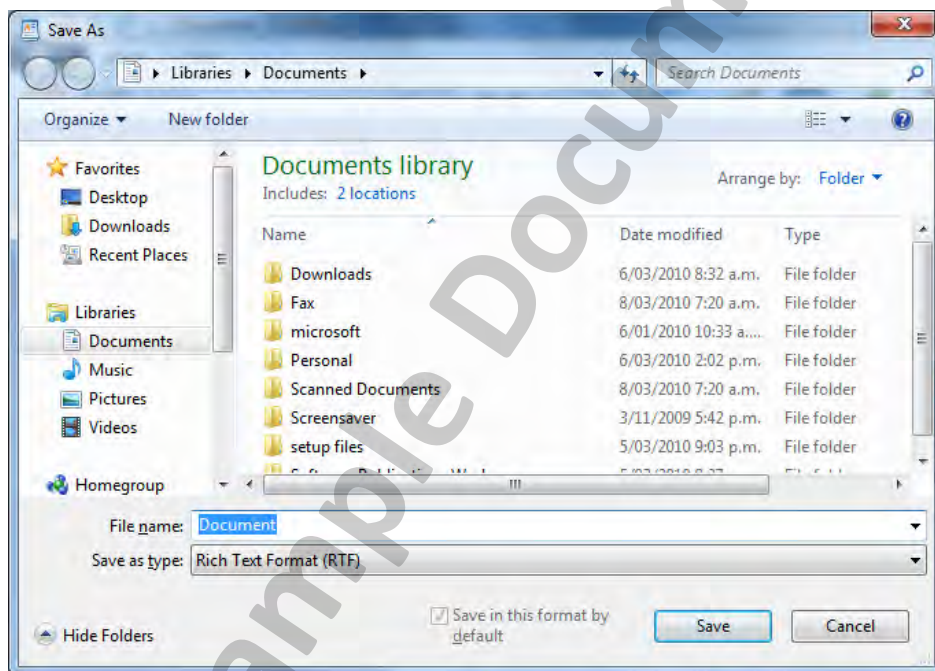
- 1 Display the WordPad window and type in the following document:

Managing a Mortgage *(press Enter twice)*

The budget is usually the first and most important consideration when you're about to build, buy or renovate a home, and for most people, that means a mortgage.

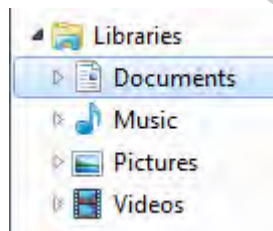
Fortunately, the days of quivering at the door to the bank manager's office are over. Banking these days is a competitive business, and there are plenty of good deals available. Banks will court you with mobile mortgage managers who come to your home, 24 hour service on approving your loan, interest 'holidays', prizes, and competitive fees and charges.

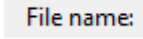

- 2 Click on the Save button  on the Quick Access toolbar at the top left of the screen. The Save As dialog box will display.



3 The

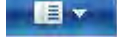
Navigation Pane is shown at the left of the window. If not already selected, click on **Documents** in the Libraries list. (You will learn more about Libraries later.)



- 4 In the File name: box type: **Mortgage**  **Mortgage** .
- 5 Click on . (The filename is now displayed at the top of the WordPad window.)

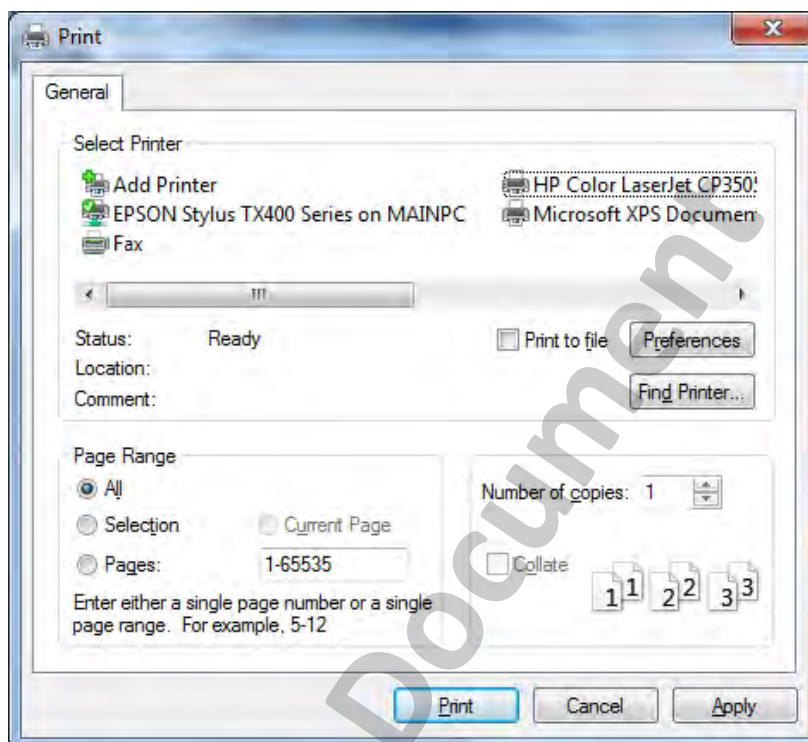
Printing and Viewing a Print Job

Exercise 21

- 1 Click on the WordPad button at the left of the Home Ribbon tab . The WordPad menu will display.

Ctrl P


- 2 Click on Print . The Print dialog box will display.



- 3 If your computer is connected to more than one printer, ensure the correct printer is selected from the Select Printer list.

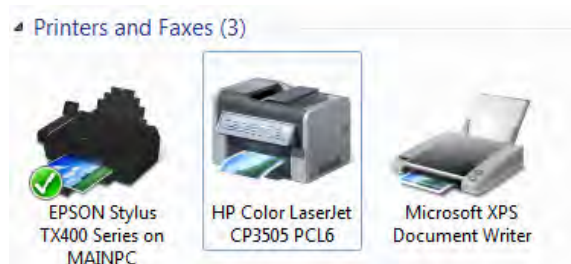
- 4 Click on .

Viewing and Cancelling Printing

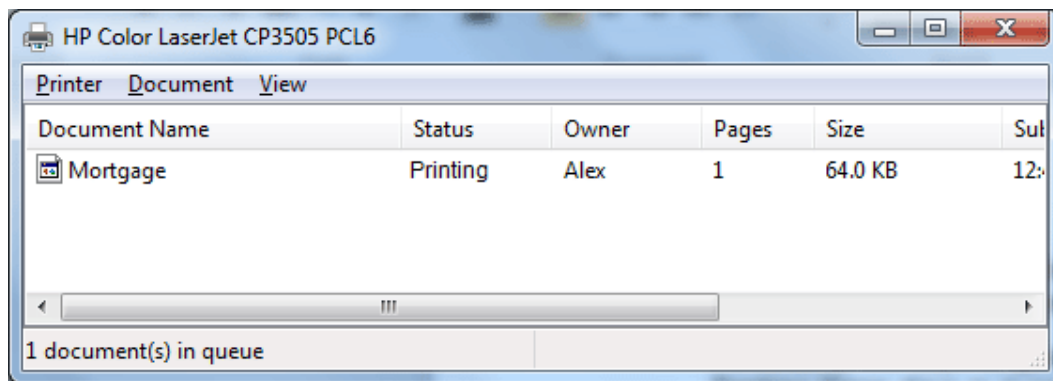
Once a document is sent to the printer a printer icon will appear on the Notification Area of the Taskbar . Double click on this icon to view the progress of a print job.


If the print job is small you may find the printer icon appears for a second then disappears. The alternative method is to click on the Start button and select Devices and Printers

. A list of your installed printers will display.




Right click on the printer icon and select *See what's printing* to view the print jobs for that printer.



To cancel the print job, click on the document listed and press Delete. Click on Yes to confirm the deletion. Click on the Close button  to close the dialog box.

Restarting a Stalled Print Job



Sometimes a print job may stall, for instance if you select a printer which is not connected properly. If your print job stalls, check that you have selected the right printer, the printer is turned on, the print cable is connected to the computer and there is paper in the printer.

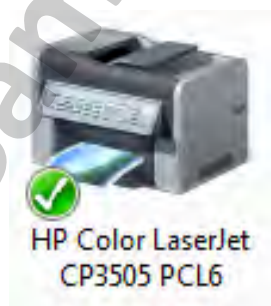
Display the print job window (click on Start, Devices and Printers, right click on the relevant printer and select See what's printing). Select the print job and choose [Document] Restart which will resend the print job to the printer. Click on the Close button  to close the dialog box.

Changing your Default Printer


If you print to more than one printer you may need to specify the default printer which will be the one you will use most often.

Exercise 22

- 1 Click on  and select .
- 2 The current default printer has a green tick beside it as shown below.



If you want to change your default printer, right click on the printer you wish to make the default and select *Set as default printer*.

- 3 Click on the Close button  to close the Devices and Printers dialog box.

Connecting a USB Drive

When you connect the USB drive a dialog box similar to the one below may display, asking what action you want to take with the drive. Select the option required or click on the Close button




at the top right corner of the dialog box to close without taking any action.



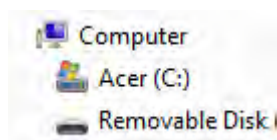
Saving to a USB Drive

Exercise 23

- 1 Ensure your USB drive is connected to the computer.
- 2 Ensure your WordPad document is displayed. Click on the WordPad button  and

click on Save As  .


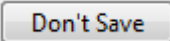
- 3 If necessary, scroll down the Navigation Pane at the left until you see the word **Computer**. Your hard drive will be listed along with any network drives you have access to. Your USB drive should be labelled with the name Removable Disk or something similar.



- 4 Click on Removable Disk to select your USB drive.
- 5 Click on .

Closing Windows



Exercise 24



- 1 Click on the Close button at the top right corner of the WordPad screen  to close the application.
- 2 If asked to save changes click on .
- 3 Click on the Close buttons to close the Paint and Notepad windows.

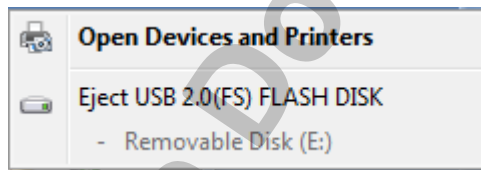
Disconnecting a USB Drive

It can be dangerous to simply pull a USB drive out of its port. If the computer is writing data to it, disconnecting the drive can result in loss of data. A safe disconnection procedure is described below.

Exercise 25

When a USB drive is connected to your computer, the Safely Remove Hardware and Eject Media icon  will display in the Notification Area of the Taskbar. (This is at the right of the Taskbar near the clock.) You may have to click on the Show hidden icons arrow  to view this icon.

- 1 Click on the Safely Remove Hardware and Eject Media icon  (click on  if required to view the icon). A list of possible options will display:



- 2 Select the USB drive to be disconnected (eg the USB 2.0(FS) Flash Disk).

A message will pop up from the Taskbar when it is safe to physically disconnect the drive.



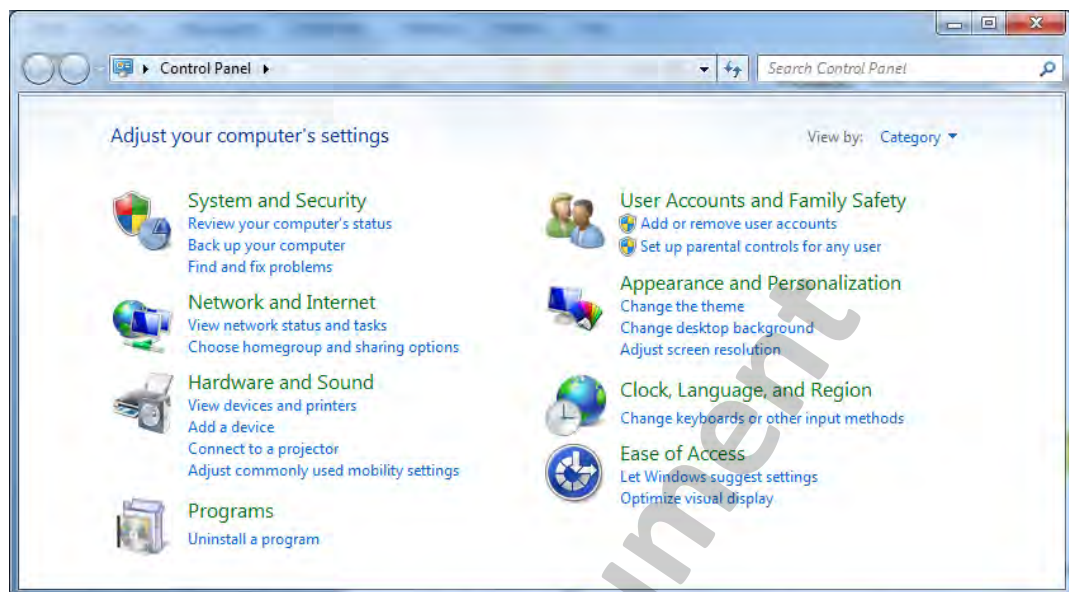
Sometimes when you try to disconnect your USB drive a message will display indicating that the drive is busy and cannot safely be disconnected. If this occurs shut down all programs that might be trying to access the drive and try again.

Viewing System Information

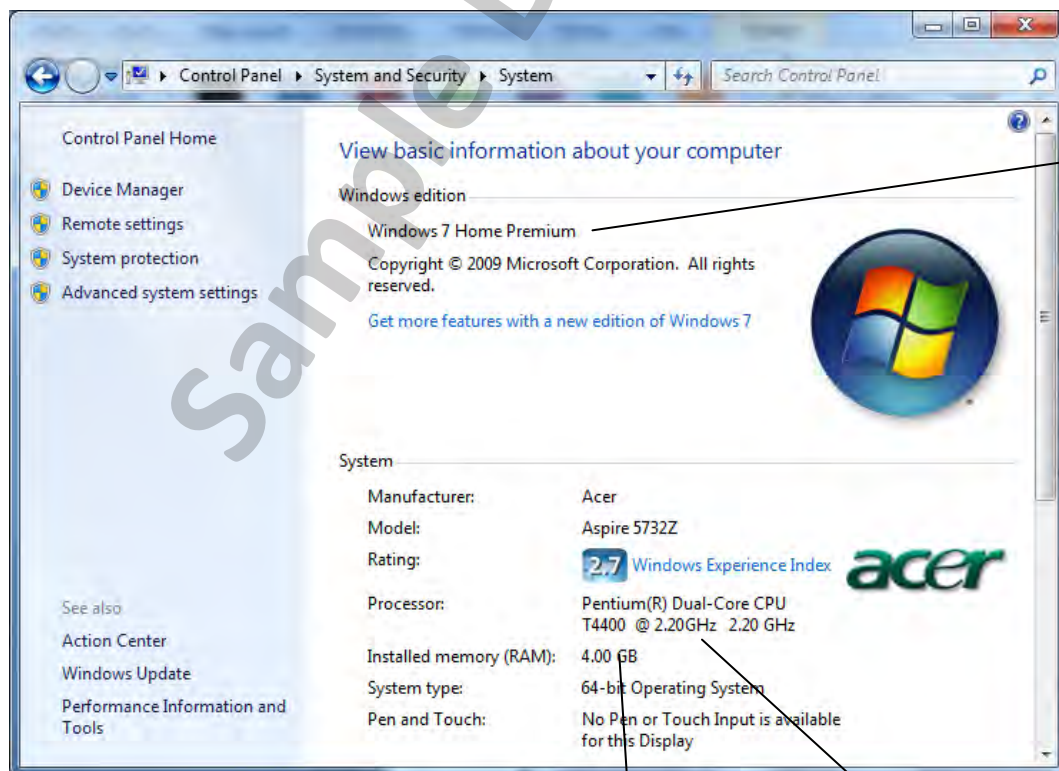
Information regarding your computer can be viewed within the System screen. You can use this screen to answer such questions as which version of Windows 7 am I running? How much RAM does my computer contain? What is the processor speed?

Exercise 26

- 1 Click on Start and select **Control Panel**. The Control Panel provides access to a wide range of tools you may need to customise your computer such setting up user accounts, uninstalling software that is no longer required and changing the look of your desktop.



- 2 Click on **System and Security** to display the System and Security options.
- 3 Click on **System**. The System screen will display similar to the one shown below (your system will be different). Take a look at the details about your operating system and hardware.



- 4 Click on the Close button .