CompTIA IT Fundamentals+
(Exam FC0-U61)

Module 1 / Unit 2 / Using a Workstation

Objectives

- Set up a computer system with regard for safety and healthy working practices

- Navigate an OS and use input devices effectively

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Setting up a Personal Computer

- Check contents

- Read instructions

- Position devices and cables
  - Trip hazards
  - Air flow
  - Usability

- Connect peripherals

- Connect power cables

- Power on

Ergonomic Concepts

- Proper keyboard and mouse placement

- Sitting position and monitor placement

Navigating an OS

- Signing in to the computer

- Launching software applications

- Managing data files

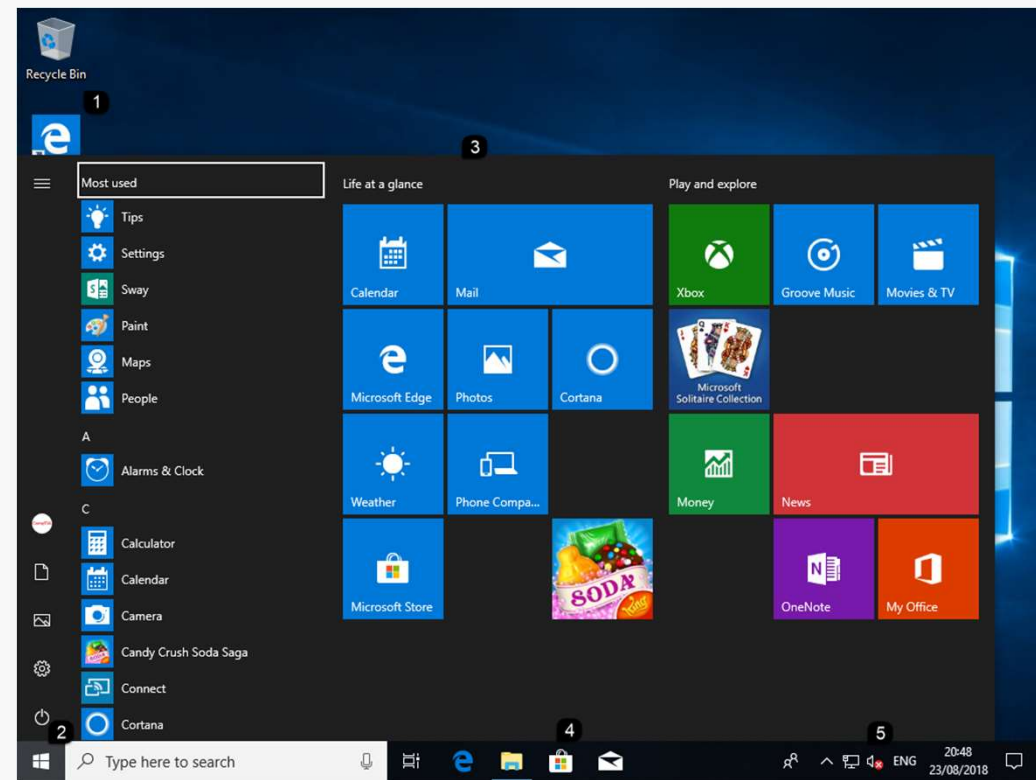- Configuring the system

Signing In to Windows

- Computer boot process/Power On Self Test (POST)

- Sign in ID and authentication
  - User name
  - Password/other credential

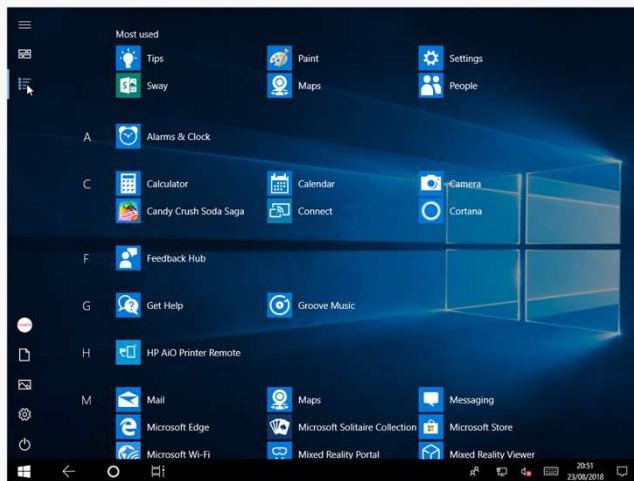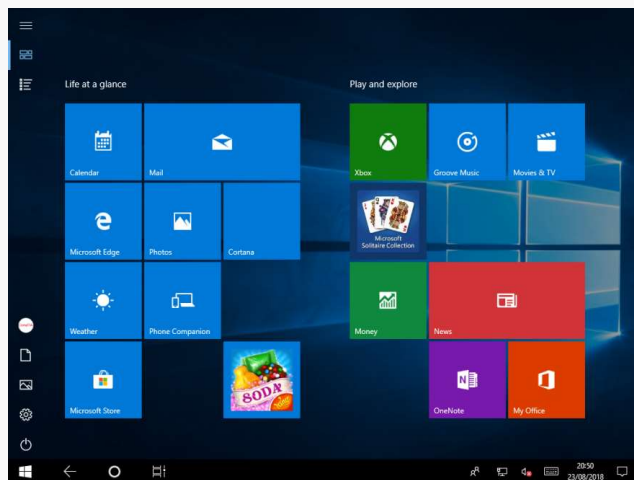- Pass lock screen

- Select user account

- Enter password

Using the Desktop and Taskbar

- **Desktop shortcuts**

- **Taskbar**
  - Start/Windows button
  - Pinned icons
  - Notification area

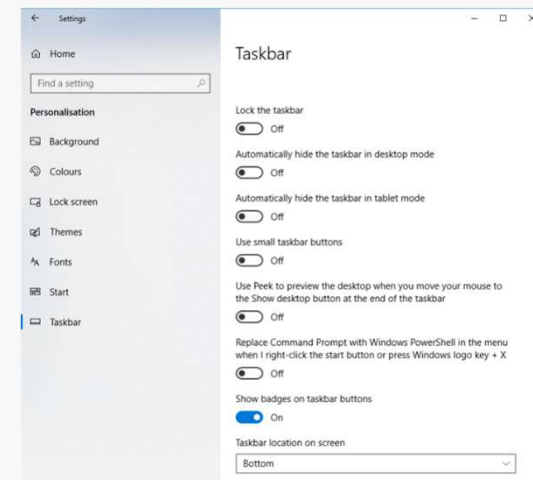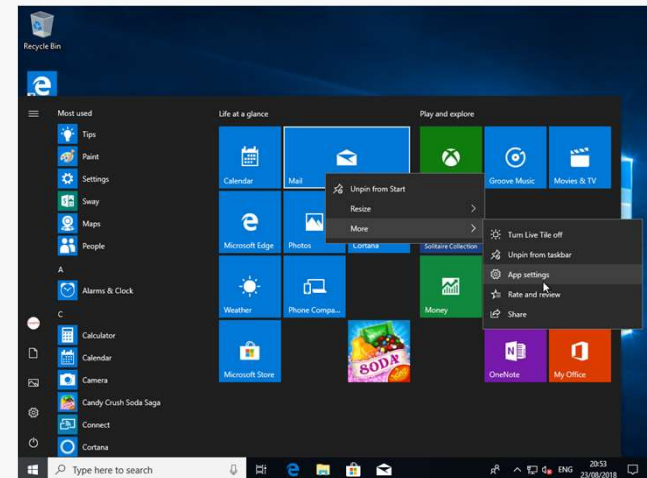- **Start Screen/Start Menu**
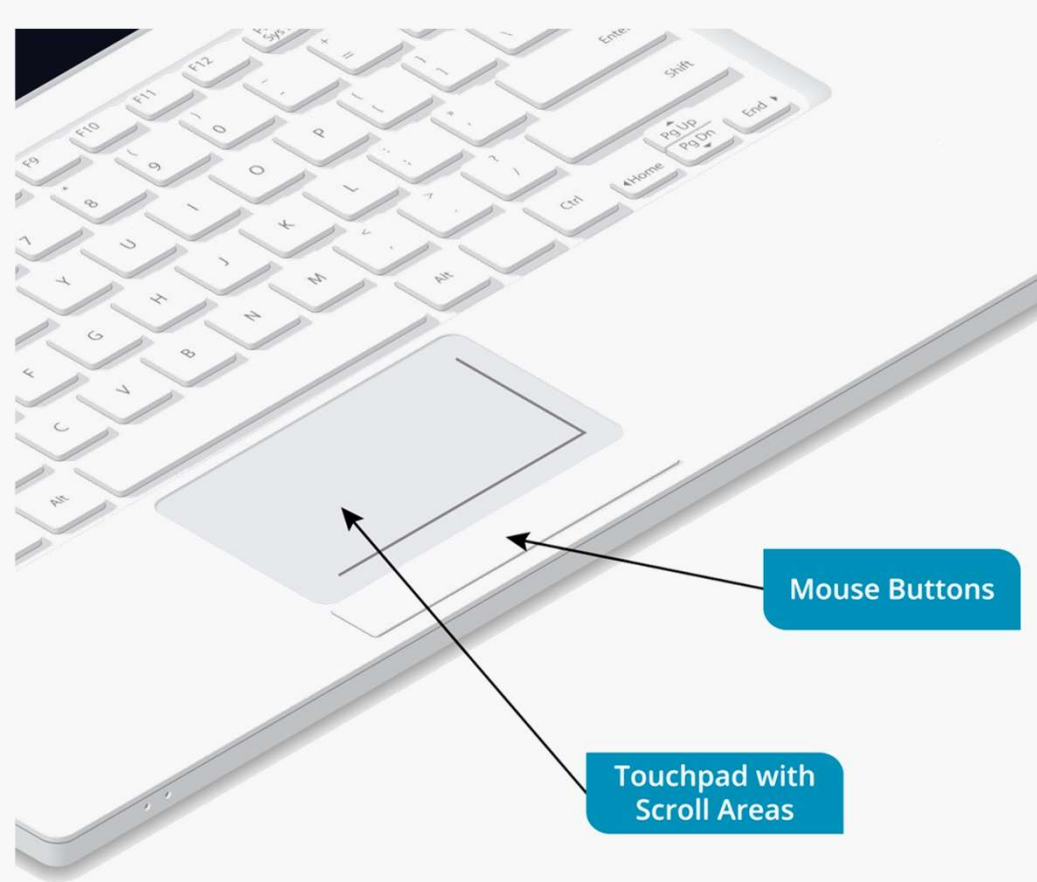
Using the Start Screen

- Main interface for Windows 10
- Press Start key
- Works as desktop for mobile hardware
- Tiles
- Apps
- Instant search

Customizing the Start Screen and Taskbar

- Pinning apps

- Grouping tiles

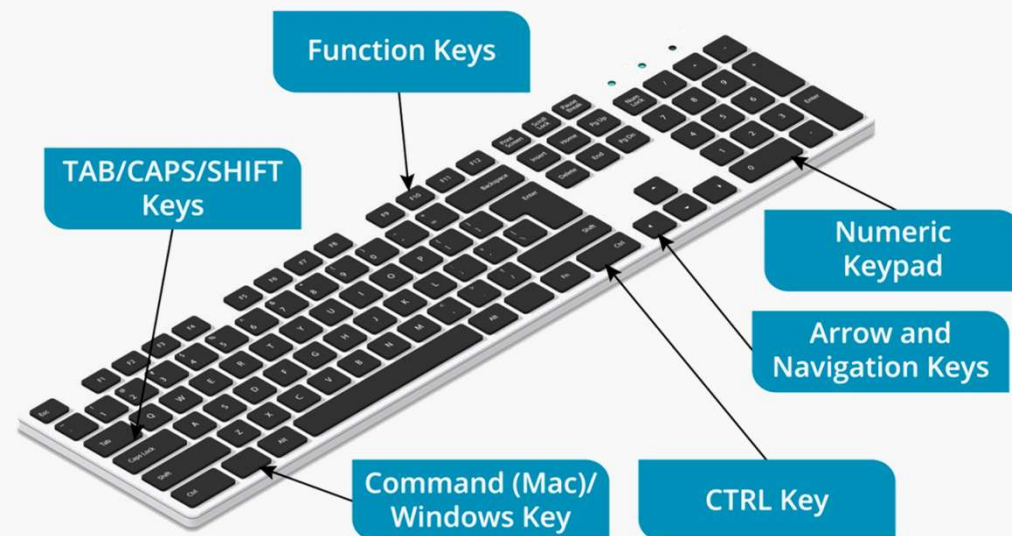- Start Screen and Taskbar settings (Personalization)

Using a Mouse or Touchpad

Mouse Buttons

Touchpad with Scroll Areas

- Selecting and opening icons

- Selecting menu commands

- Using a shortcut menu

- Drag and Drop

- Scrolling

Using a Keyboard

- Typing ordinary text
  - Touch typing finger positions
  - Keyboard layouts
- Special/command keys
  - ENTER/RETURN
  - CTRL and ALT
  - TAB and ARROW keys
  - SHIFT
  - NUM LOCK and keypad
  - START (Windows key)
  - SHORTCUT key
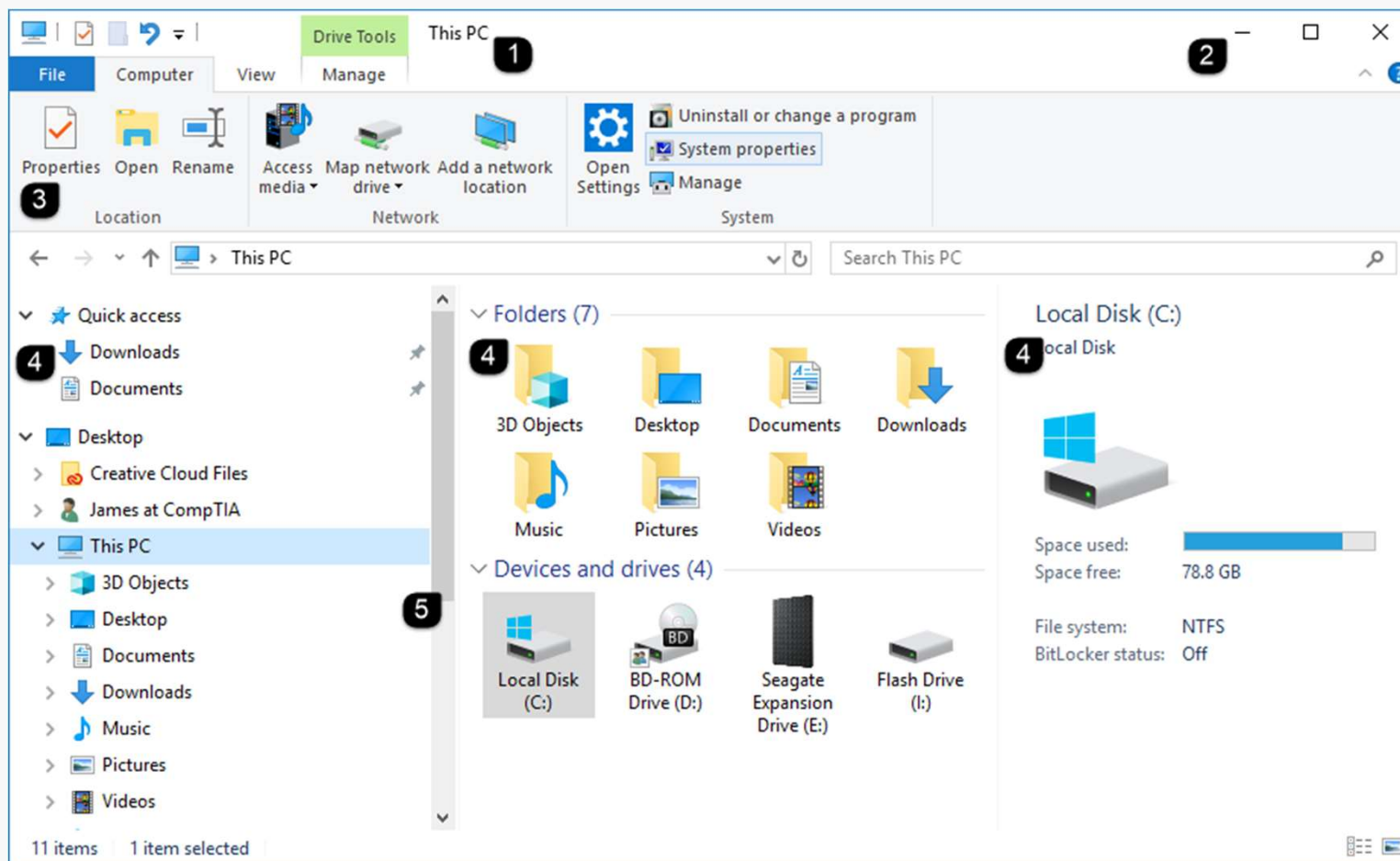 - FN keys
  - BACKSPACE and DELETE

Function Keys

TAB/CAPS/SHIFT Keys

Numeric Keypad

Arrow and Navigation Keys

Command (Mac)/ Windows Key

CTRL Key

Using a Touchscreen

- Gesture support and on-screen keyboard

- Typical gestures

  o Tap—pressing once is the same as a left mouse click

  o Tap and hold—right-mouse click

  o Pinch and stretch—pinch together to zoom in or move apart (stretch) to zoom out

  o Swipe

    – Swiping from a particular screen edge performs different actions
    – Swiping within an app window can also perform custom actions
    – Swiping down from the top of the app window usually refreshes the content

Recognizing Desktop Icons

- File
- Shortcut
- Folder
- Application
- Device

Working with Windows

Review

Image by Wavebreak Media © 123rf.com

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