CS1TQ2 - Commercial Off The Shelf Software
Practical 2 - Operating Systems and Peripherals

For today's practical please make sure that you can carry out the following tasks related to general computer use. Items up to the horizontal line are those normally expected of someone achieving ECDL3 standard and should be regarded as a minimum. Further items are optional, but you will find them useful.

Adopting the correct posture for using a computer ....□
Avoidance of eye-strain and repititive strain injuries (RSI) ....□
Starting and stopping PCs ....□
Moving, closing, resizing, minimising and maximising windows ....□
Starting Windows Explorer ....□
Different views and sort orders for files and folders ....□
How file associations work, and how to change them...........................□
Opening drives, folders and files..□
Searching for files by wildcards, date based and content based searches□
Using the recycle bin..□
Using the clipboard ....□
Managing the print queue (deleting, reordering, holding print jobs) ....□
Starting Windows Help system ....□
Getting help through contents, the index, free format questions...........□
Printing help information / copying help information to clipboard........□
Desktop customisation (background, colour scheme, shortcuts) ....□

Investigate network drives
> (One of your windows network drives will be the same as your home directory if you log into one of the Unix systems. Create some files on both systems to convince yourselves of this. Investigate how file attributes are mapped between systems. (use `File->Properties` on Windows, `ls -l` on Unix) Are there are any filename characters that are legal in one system, but not the other? How does Unix display filenames with a space in them? Are the file sizes identical?)

Compare text file formats
> (In Unix create a small file test.txt - use `vi test.txt` or `cat > test.txt` and ctrl-D to end. Use your windows network drive to open this file in Notepad. Are there any differences? Create a file in Notepad and edit it in Unix.)

Investigate printers
> (How can you tell what type of printers are attached? Are they local or remote? What information can you determine about printer capabilities?)

The Recycle Bin - Which deleted files do <u>NOT</u> get put in the recycle bin?