



European Computer Driving Licence

Module 2 - Using the Computer and Managing Files

Worksheet 1 : Computer's basic system information


1. **Switch on** the computer and **log on**.
2. Create a new folder in **My Documents**. Name it **Module 2**.
3. Open the **Word Pad** application.
(Start → All Programs → Accessories → Word Pad)

4. In the document you have just opened, write down your names and your computer number.
5. Write down the **speed** of your computer's Central Processing Unit (CPU).
6. Write also the **operating system** used and the **amount** of **RAM** (Memory) available on your computer.

Click **Start**
Click **Control Panel**
Click **System**
Click the **General** tab

Or
Right click
My Computer
icon



7. Double click the clock on the bottom right  of your screen to open the **Date and Time Properties** dialogue box.

8. Take a print shoot (**print screen**) of the displayed Date and Time Properties dialogue box.

Remember: To take a print screen of the **active** window, use the **ALT** key together with the **Print Screen** button.

9. **Paste** the print screen in the **Word Pad** document under the details already entered.
10. Save your Word Pad document as **Basic Information** in **My Documents\Module 2**.
11. **Close** all open windows.