

Contents

BSBTEC101 Operate digital devices	1
Assessment for this unit	3
How to use this workbook	4
How to download exercise files	5
SECTION 1: WORK HEALTH AND SAFETY.....	7
Work Health and Safety Act 2011	8
Work safety	9
Ergonomics	11
Occupational overuse syndrome	14
Computer vision syndrome	15
Physical exercises to avoid strain	15
Breathing	17
SECTION 2: DIGITAL DEVICES AND DATA.....	19
Digital devices	20
Peripherals	22
Data	24
Copyright	25
Data loss threats	25
Unauthorised access threats	26
Malware threats	26
Organisational policies to protect digital data	28
SECTION 3: USING WINDOWS 10.....	29
Lock screen	30
Sign in screen	30
Desktop	31
Start menu	31
Restart	31
Shut down	31
Opening applications	32
Search tool	32
Window components	33
Multiple instances	38
File naming procedures	40
Creating documents	41
Troubleshooting	43
About your PC	45
Installing an application	46
Disconnecting external storage devices	47
SECTION 4: KEYBOARD SKILLS	48
The keyboard	49
Touch typing	51
Analysing errors	74
Number keys	76
Numeric keypad	77
Extra keys	78
Correcting errors	81

SECTION 5: MANAGING FILES.....	82
File management	83
File Explorer	84
Types of files	86
Recycle Bin	92
Searching for files and folders.....	93
Customising the desktop.....	94
ASSESSMENT	97
Assessment tasks	98
Evidence guide.....	101
GLOSSARY.....	103
INDEX.....	105