

Unit ID: 2329

**Domain**                    **INFORMATION AND COMMUNICATION  
TECHNOLOGY- FOUNDATION**

**Title:**                    **Identify and utilise operating system  
components**

**Level: 2**

**Credits: 4**

### Purpose

This unit standard is intended for those who identify and utilise operating system components. People credited with this unit standard are able to access and exit a computer, perform mouse/ pad functions, use operating system menus and icons to select options, work with window frames, use taskbar and manage files and folders.

This unit standard is intended for those who work in the information and communication technology environment.

### Special Notes

1. Entry information:

Prerequisite:

- None.

2. This unit standard is to be delivered and assessed in the context of information and communication technology

3. Assessment evidence may be collected from a real or a simulated workplace in which ICT operations are carried out.

4. Glossary of terms

- *Taskbar* – Contains the start menu and notification area, where you will see the clock.
- *Files* – A file is an item that contains information—for example, text or images or music. When opened, a file can look very much like a text document or a picture that you might find on someone's desk or in a filing cabinet. On your computer, files are represented with icons; this makes it easy to recognize a type of file by looking at its icon.
- *Folder* – Item that can keep files and folders.
- *Menus* – display a list of options that are commands or applications.
- *Graphical User interface* – Software that works at the point of contact (interface) between a computer and its user, and which employs graphic elements (dialog boxes, icons,

menus, scroll bars) instead of text characters to let the user give commands to the computer or to manipulate what is on the screen.

- *Multi windows* - If you like to have a lot of programs open at once, it's a good idea to understand how your program windows are organized on the taskbar and how you can quickly sort through them. Learning to manage multiple windows makes it easier to get to a window quickly and to arrange open windows in a way that makes the most sense to you.
- *Recycle bin* – When you delete a file, it's usually moved to the Recycle Bin so that you can restore the file later if necessary. To permanently remove files from your computer and reclaim any hard disk space they were using, you need to delete the files from the Recycle Bin.
- *Desktop* – allows for accessing programs, an image on a monitor that consists of programme icons, a taskbar, a start button and a mouse pointer.
- *Mouse pointer* – the arrow, I beam or other object that displays the position of the mouse on your screen.

5. Performance of all elements in this unit standard must comply with industry standards

6. Regulations and legislation relevant to this unit standard include the following:

- Labour Act 2007(Act No 11, 2007)
- Workplace specific policies and regulations
- Regulations relating to the health and Safety of employees at work under Schedule 1 (2) of the Labour Act No.11 of 2007 and all subsequent amendments.

### **Quality Assurance Requirements**

This unit standard and others within this sub-field may be awarded by institutions which meet the accreditation requirements set by the Namibia Qualifications Authority and the Namibia Training Authority and which comply with the national assessment and moderation requirements. Details of specific accreditation requirements and the national assessment arrangements are available from the Namibia Qualifications Authority on [www.namqa.org](http://www.namqa.org) and the Namibia Training Authority on [www.nta.com.na](http://www.nta.com.na)

## **Elements and Performance Criteria**

### **Element 1: Access and exit a computer**

#### **Range**

Accessing and exiting may include but are not limited to switching on/off, lock/unlock, logging on/off and shutting down procedures.

#### **Performance Criteria**

1.1 Computer is switched on.

- 1.2 Log on/ off procedures are followed according to task requirements.
- 1.3 Lock/unlock and switch user procedures are followed according to task requirements.
- 1.4 Shutdown procedures are followed.

## **Element 2: Perform mouse/ pad functions**

### **Performance Criteria**

- 2.1 Single and double click/ tap functions are performed.
- 2.2 Drag/ drop and scroll/ swipe functions are performed.
- 2.3 Right click is used to access special functions.
- 2.4 Scroll is used to view invisible portion of the screen.
- 2.5 Mouse settings are performed according to task requirements.

## **Element 3: Use Operating System menus and icons to select options**

### **Performance Criteria**

- 3.1 Start /Home menus are displayed.
- 3.2 Program/ application software are selected and launched according to task requirements.
- 3.3 Operating system menu options are explained, selected, expanded and activated.
- 3.4 Program/application icons are highlighted and launched according to specific task requirements.
- 3.5 Desktop is customised/personalised.

## **Element 4: Work with window frames**

## **Range**

Working with window frames may include but not limited to minimising, maximising, cascading and navigating.

## **Performance Criteria**

- 4.1 Window is repositioned and resized.
- 4.2 Multiple windows are opened and overlaid.
- 4.3 Activate window is identified between multiple windows.
- 4.4 Active window is selected.
- 4.5 Window is minimised, restored and maximised.
- 4.6 Window is closed.

## **Element 5: Use taskbar**

### **Performance Criteria**

- 5.1 System icons are interpreted and explained.
- 5.2 Taskbar menu is explained.
- 5.3 Taskbar is moved, locked and hidden.

## **Element 6: Manage files and folders**

### **Range**

Managing files and folders may include but are not limited to create, delete, copy, rename, print, arrange and share.

### **Performance Criteria**

- 6.1 Responsibility of file manager is explained according to task requirements.
- 6.2 File naming conventions are illustrated in accordance with file management functions.
- 6.3 File organization is illustrated.
- 6.4 File and folder sharing is explained and performed.

- 6.5 File structure/directory hierarchy is created and deleted according to file system manipulation procedures.
- 6.6 File and folder manipulation (rename, move, append, create, delete, copy, print, arrange, share, permissions, hide and unhide...etc.) are performed according to instructions.
- 6.7 Backup and restore is explained and performed according to program execution.

## **Registration Data**

<b>Subfield:</b>	Information and Communication Technology
<b>Date first registered:</b>	30 July 2020
<b>Date this version registered:</b>	30 July 2020
<b>Anticipated review:</b>	2025
<b>Body responsible for review:</b>	Namibia Training Authority