❖ **General Description**

The skills and knowledge acquired in ICTICT104 Use Digital Devices will provide a general understanding of the use of a range of digital devices. It applies to individuals who require entry level information and communications technology (ICT) knowledge and literacy skills to support their work in a home office or small office environment.

❖ **Learning Outcomes**

At the completion of this course you should be able to:

- identify digital devices and have a general understanding of how they work
- prepare a digital device for its initial use
- use a digital device
- understand digital connectivity
- correctly shut down a digital device

❖ **Prerequisites**

ICTICT104 Use Digital Devices assumes little or no technical knowledge.

❖ **Topic Sheets**

45 topics

❖ **Methodology**

The InFocus series of publications have been written with one topic per page. Topic sheets either contain relevant reference information, or detailed step-by-step instructions designed on a real-world case study scenario. Publications can be used for instructor-led training, self-paced learning, or a combination of the two.

❖ **Formats Available**

A4 Black and White, A5 Black and White (quantity order only), A5 Full Colour (quantity order only), Electronic Licence

❖ **Companion Products**

There are a number of complementary titles in the same series as this publication. Information about other relevant publications can be found on our website at **www.watsoniapublishing.com**.

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## Contents

## Unit Mapping

This unit describes the skills and knowledge required to use a range of digital devices, such as a digital camera, video camera, or personal digital assistant (PDA) device.

| | Performance Criteria | Location |
|---|---|---|
| **1** | **Prepare to use the digital device** | |
| 1.1 | Review the instruction manual and ensure identified components are available | Chapter 2: Preparing a Digital Device |
| 1.2 | Identify the physical components of the digital device | Chapter 2: Preparing a Digital Device |
| 1.3 | Turn on and follow access procedures to activate the digital device | Chapter 2: Preparing a Digital Device |
| 1.4 | Alter the digital device settings to best suit intended use | Chapter 2: Preparing a Digital Device |
| 1.5 | Configure power management settings where appropriate to minimise power consumption, as an environmentally sustainable measure | Chapter 2: Preparing a Digital Device |
| **2** | **Set up and use the digital device** | |
| 2.1 | Identify and set the basic operating, security and menu settings | Chapter 3: Using a Digital Device |
| 2.2 | Navigate and manipulate the screen environment | Chapter 3: Using a Digital Device |
| 2.3 | Customise screen icons and access to applications where applicable | Chapter 3: Using a Digital Device |
| 2.4 | Use the digital device, and save and edit output where applicable | Chapter 3: Using a Digital Device |
| 2.5 | Identify more advanced features available and use as required | Chapter 3: Using a Digital Device |
| **3** | **Access and use basic connectivity devices** | |
| 3.1 | Connect to external digital devices, such as computer devices or storage devices, to retrieve, copy, move and save information | Chapter 4: Digital Connectivity |
| 3.2 | Check physical connectivity of computer devices or storage devices to ensure operation and performance | Chapter 4: Digital Connectivity |
| 3.3 | Connect to a printer either through a computer device or directly, and use printer settings and print data | Chapter 4: Digital Connectivity |
| 3.4 | Access audio-visual devices to view and play a multimedia file | Chapter 4: Digital Connectivity |
| **4** | **Shut down digital device** | |
| 4.1 | Save current work and back up important data | Chapter 5: Shutting Down a Digital Device |
| 4.2 | Close open programs on the digital device and any computer device or storage device | Chapter 5: Shutting Down a Digital Device |
| 4.3 | Shut down digital devices, according to manufacturer instructions | Chapter 5: Shutting Down a Digital Device |