

INFOCUS COURSEWARE

Use Digital Devices



#### Product Code: INF881

ISBN: 978-1-925298-70-3

	General Description	The skills and knowledge acquired in Use Digital Devices will provide a general understanding of the use of a wide range of digital devices.
	Learning Outcomes	<ul> <li>At the completion of this course you should be able to:</li> <li>identify digital devices and have a general understanding of how they work</li> <li>prepare a digital device for its initial use</li> <li>use a digital device</li> <li>understand digital connectivity</li> <li>correctly shut down a digital device</li> </ul>
* 1	Prerequisites	Use Digital Devices assumes little or no technical knowledge.
* 1	Topic Sheets	44 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 <b>www.watsoniapublishing.com</b> .

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## **Product Information**



# Use Digital Devices

Activity - Shutting Down



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### Contents

#### **Digital Devices**

Types of Digital Devices Digital Devices at Work How Digital Devices Work The Benefits of Digital Devices Activity - Digital Devices

#### **Preparing a Digital Device**

The Operating Manual Getting a Replacement Manual The Download Process Downloading an Instruction Manual Activity - Operating Manual Checking the Box Activity - Checking the Box The Components of a Digital Device Starting a Digital Device Changing the Settings Saving Power

#### **Using a Digital Device**

The Basic Operations Activity - Basic Operations The Screen Environment Activity - The Screen Environment Saving Data Editing Data Activity - Saving and Editing Data More Advanced Features Activity - Advanced Functions and Features

#### **Digital Connectivity**

Understanding Connectivity Connecting With a Cable At the Computer Connecting to a Computer Activity - Connecting to a Computer Accessing the Data Connecting to a Printer Printing From Microsoft Windows Printing From an Apple Mac Computer Viewing Multimedia Files

#### **Shutting Down a Digital Device**

Correctly Saving Work Closing Programs Shutting Down a Digital Device



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