Use Digital Devices

INFOCUS COURSEWARE

WATSONIA PUBLISHING

❖ **General Description**

The skills and knowledge acquired in 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**

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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