



INFOCUS COURSEWARE

# ICAICT104A Use Digital Devices



Product Code: INF959

ISBN: 978-1-925298-56-7

## ❖ General Description

The skills and knowledge acquired in ICAICT104A Use Digital Devices will provide a general understanding of the use of a wide range of digital devices.

## ❖ 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

ICAICT104A Use Digital Devices assumes little or no technical knowledge.

## ❖ 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 [www.watsoniapublishing.com](http://www.watsoniapublishing.com).

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Product Information



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Product Information



## Unit Mapping

This unit describes the performance outcomes, skills and knowledge required to use digital devices in a home or small office environment.

	Performance Criteria	Location
<b>1</b>	<b>Prepare to use the digital device</b>	
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	Boot up 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
<b>2</b>	<b>Set up and use the digital device</b>	
2.1	Identify and set the basic operating 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
<b>3</b>	<b>Access and use basic connectivity devices</b>	
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
<b>4</b>	<b>Shut down digital device</b>	
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

