



INFOCUS COURSEWARE

ICAICT104A Use Digital Devices



Product Code: INF959

ISBN: 978-1-925298-05-5

❖ 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.

This information sheet was produced on Wednesday, April 22, 2015 and was accurate at the time of printing. Watsonia Publishing reserves its right to alter the content of the above courseware without notice.



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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
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	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
2	Set up and use the digital device	
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
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

