



Use Digital Devices

❖ 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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INFOCUS COURSEWARE

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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
- Security
- 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

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- 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
- Activity - Shutting Down



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