

ICT - Information and Communications Technology

**ICT10115**

Cert. 1 in Information, Digital Media and Technology

Unit

ICTICT104

Use digital devices



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Student/Trainee Manual



LANE

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## STUDENT/TRAINEE DETAILS

**Student/Trainee Name****Student/Trainee Email****Teacher / Trainer Name****School / Institution / Training Organisation / Employer**

SAMPLE SAMPLE

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## INTRODUCTION

This manual was developed to provide training content that addresses the specific 'Unit of Competency' as outlined in the following pages.

We encourage you the student / trainee to take your time when reviewing this content and seek any assistance from your teacher/trainer should you have difficulty in understanding the information.

## LEARNING ACTIVITIES

Also included in this Student / Trainee manual are a series of Learning Activities.

The learning activities in the student and/or trainee manuals are 'Form Enabled' so that if the resources are delivered online, the activities can be entered in using the computer keyboard.

Each learning activity is identified with the following icon.

A blue rounded rectangular button with the text "Learning Activity" in white, bold, sans-serif font.

Learning activities come in the following forms.

- ☆ Questions
- ☆ Research
- ☆ Tasks
- ☆ Interviews

## INTRODUCTION—CONT'D

### **Questions**

Questions generally relate to the information presented on previous pages. Questions will also include multiple choice questions, 'Yes' and 'No' questions and/or 'True' and 'False' questions.

### **Research**

This type of learning activity requires you to locate information by using research methods. The research methods could include:

- ☆ Internet searches
- ☆ Reading textbooks and other reference sources
- ☆ Location visits

### **Tasks**

This learning activity type requires you to actually do something and some examples of tasks may include:

- ☆ Creating reports
- ☆ Visiting locations such as workplaces
- ☆ Performing an activity in a workplace

### **Interviews**

This learning activity type would require you to interview person(s) in an actual workplace environment or a person(s) who are experienced in the industry sector which you currently are undergoing training.

You will be made aware of the type of learning activity by noting the learning activity type displayed under the learning activity icon.

## INTRODUCTION—CONT'D

### USING THE FORM ENABLED FEATURE

If you are using this manual online, you can fill in some of the answers using your computer keyboard.

Your teacher or trainer will provide you with the information and instructions on how to use the 'Form Enabled' feature in this manual.

### SELF ASSESSMENT

At the end of each manual is a series of questions that you should review and answer either Yes or No.

The term 'Self Assessment' means you will ask yourself these questions and therefore is no need to provide the answers to the self assessment questions to your teacher or trainer, unless they require you to do so.

This self assessment is to ensure you have reviewed and understood the information that was presented in this manual.

If you answered 'No' to any of these questions or are unsure of your understanding in any of the topics reviewed, you are encouraged to go back and review the information again and/or seek the assistance of your teacher or trainer.

## UNIT OF COMPETENCY OVERVIEW

The following pages are extracts from Training.gov.au website and outlines this specific 'Unit of Competency' including the 'Elements' and the 'Performance Criteria'. The content within this manual has been developed to

## ICTICT104 - USE DIGITAL DEVICES

ELEMENT	PERFORMANCE CRITERIA
<b>1. Prepare to use the digital device</b>	1.1 Review the instruction manual and ensure identified components are available 1.2 Identify the physical components of the digital device 1.3 Turn on and follow access procedures to activate the digital device 1.4 Alter the digital device settings to best suit intended use 1.5 Configure power management settings where appropriate to minimise power consumption, as an environmentally sustainable measure
<b>2. Set up and use the digital device</b>	2.1 Identify and set the basic operating, security and menu settings 2.2 Navigate and manipulate the screen environment 2.3 Customise screen icons and access to applications where applicable 2.4 Use the digital device, and save and edit output where applicable 2.5 Identify more advanced features available and use as required
<b>3. 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 3.2 Check physical connectivity of computer devices or storage devices to ensure operation and performance 3.3 Connect to a printer either through a computer device or directly, and use printer settings and print data 3.4 Access audio-visual devices to view and play a multimedia file
<b>4. Shut down digital device</b>	4.1 Save current work and back up important data 4.2 Close open programs on the digital device and any computer device or storage device 4.3 Shut down digital devices, according to manufacturer instructions

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# Section One

## Prepare to Use the Digital Device

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# USE DIGITAL DEVICES

## SECTION ONE—PREPARE TO USE THE DIGITAL DEVICE

### INTRODUCTION

People use “Digital Devices” at home, school, during training and at work. People use “Digital Devices” to talk to each other, to do written assignment’, to buy things, to sell things, to make things, read, listen and watch things.

In fact with almost everything you do today you would likely use a digital device.

In these training materials we are looking at some of the more common “Digital Devices” used both personally, at school and at work.

### SECTION LEARNING OBJECTIVES

At the completion of this section you will learn information relating to:

- ☆ Reviewing the instruction manual and ensure identified components are available
- ☆ Identifying the physical components of the digital device
- ☆ Turning on and following access procedures to activate the digital device
- ☆ Altering the digital device settings to best suit intended use
- ☆ Configuring power management settings where appropriate to minimise power consumption, as an environmentally sustainable measure



## REVIEW THE INSTRUCTION MANUAL AND ENSURE IDENTIFIED COMPONENTS ARE AVAILABLE

AND

## IDENTIFY THE PHYSICAL COMPONENTS OF THE DIGITAL DEVICE

*(Over the next few pages we cover two 'Performance Criteria' points at the same time to avoid repetition)*

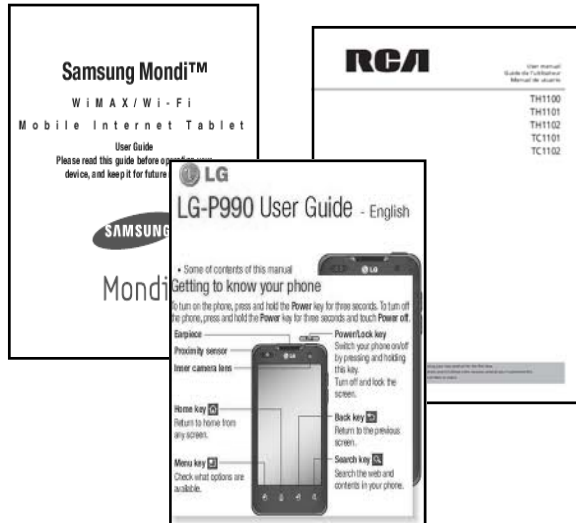
The most common digital device is the PC. It is commonly seen in homes, offices and even schools and TAFEs. In other training materials associated with this qualification are materials that go into depth about PCs as well as how to use them.

In these training materials we will be looking at the other more common types of digital devices.

These will include:

- ☆ Smartphones
- ☆ Tablets
- ☆ Digital cameras
- ☆ Printers
- ☆ External storage devices
- ☆ Digital projectors

SAMPLE SAMPLe



## USER OR OWNER'S MANUALS

As with any other electronic device, the user must be familiar with the operation, care and maintenance of the device.

The first point of reference would be the manufacturer's user or owner's manual.

These manuals will provide detailed and comprehensive information on:

- ☆ Basic features of the device
- ☆ Start up and shutdown procedures
- ☆ Connectivity details and instructions
- ☆ Care and maintenance of the device
- ☆ Troubleshooting assistance

If these instructions are not correctly followed, it could have the following effects:

- ☆ Device does not work properly or at all
- ☆ Not all the features are being accessed properly, or at all
- ☆ The device is damaged and warranty is voided and costly repairs
- ☆ The device is not connected or integrated properly with other devices

After referring to the manufacturer's instructions, other sources of information would include:

- ☆ Other experienced users
- ☆ Internet websites
- ☆ Help desks
- ☆ Supplier/sales representatives
- ☆ Training organisations



## PHYSICAL COMPONENTS OF DIGITAL DEVICES

Each one of these devices has components.

For most devices each will come with a charger.

For a Smartphone and a tablet there are often two types of chargers, a USB type that charges off a computer or a car battery and a wall power point charger that plugs into the wall power point.



**Wall and USB  
charger**

**Car charger**

For a digital camera, the batteries are often removable so the charger would be a type that batteries are inserted into and charged.



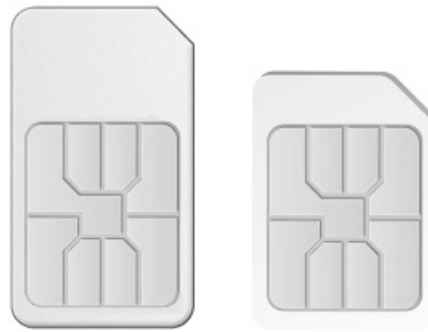
**Digital camera charger**

Smartphones and tablets would generally come with earphones. These would be used to listen to music and watch movies.



**Earphones**

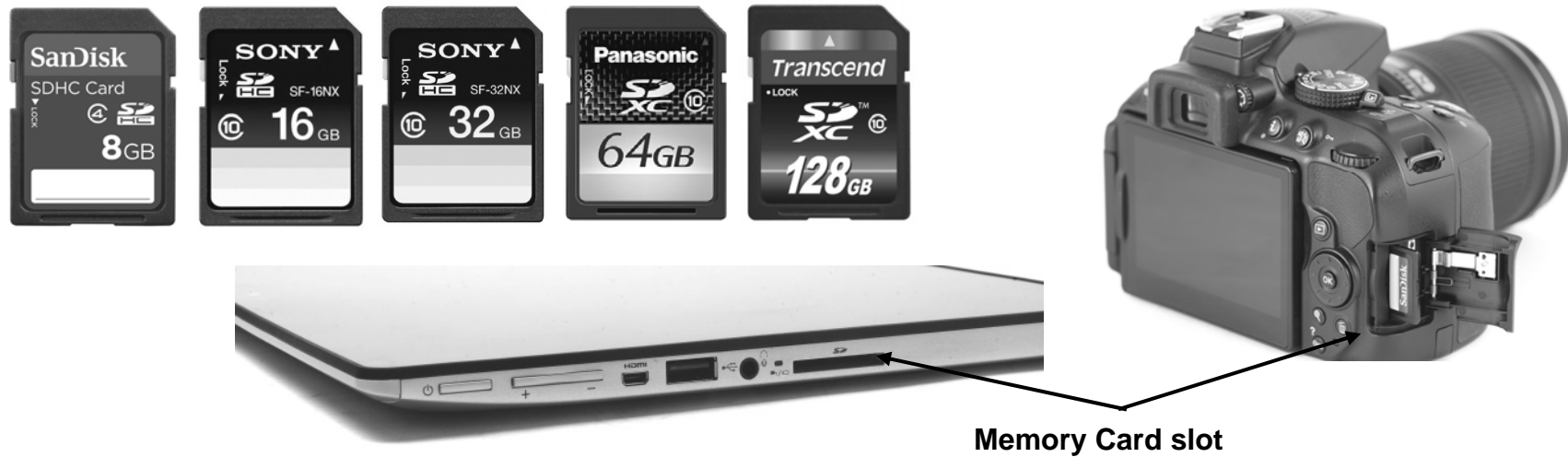
Smartphones and tablets also come with SIM cards. SIM stands for “Subscriber Identification Module” and is issued by mobile telephone companies so that you can access and use their wireless network. There are two types of SIM cards—the standard and the micro SIM.



**Standard**

**Micro**

Tablets and digital cameras have what are called “Memory Cards”. These are small cards that are used to store images such as pictures and videos. They come in a variety of capacities and types. They fit in a slot in the device and are removable.



Apple iPads require a memory card adapter and these adapters can also be used on Smartphone's.



Memory Card adapters

The larger digital cameras have another physical component called the lens. Lens come in a variety of types and sizes depending on what the photograph is wanting to shoot.



SAMPLE SAMPLE

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**Learning  
Activity**

## Task

**LEARNING ACTIVITY ONE**

Tell us below the five types of information that a user or owner's manual provides

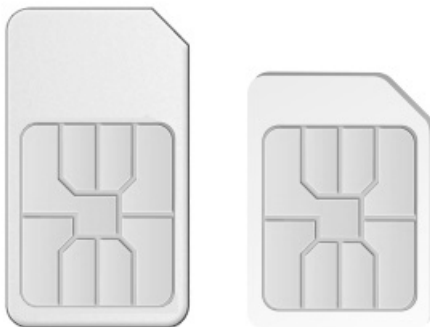

SAMPLE SAMPLE

**Learning  
Activity**

## Task

**LEARNING ACTIVITY TWO**

Below are two groups of pictures. In the space provided tell us what each group is called and what each group is used for.

**Group 1****Group 2**

SAMPLE SAMPLE

## TURN ON AND FOLLOW ACCESS PROCEDURES TO ACTIVATE THE DIGITAL DEVICE

There are two main types of “Access Procedures”.

- ☆ ‘Personal Identification Number’ (‘PIN’)
- ☆ Username and passwords

“Personal Identification Number” is known as your “PIN”. It is 4 or more numbers that you choose that allows you access to certain types of digital devices.

For example, to get money out of an “ATM” you would need to access your bank account. So the “ATM” will ask for your PIN.

Another digital device that uses a PIN is an “EFTPOS” machine. If you bought something with your credit card, the retail store would use an “EFTPOS” machine. This machine would ask for your PIN before taking money from your credit card. This is to prevent other people stealing and using your credit card.

The most common digital device that uses a PIN as an “Access Procedure” is a “Smartphone”. This is to prevent someone else using your Smartphone. Some brands of Smartphones such as Apple iPhone call their PIN access “Passcode”.



The other type of “Access Procedure” is a password. The most common digital devices that use a password as an “Access Procedure” are laptops and tablets. PCs may also require a “Username” if there are a number of people using the same PC.

The “Access Procedure” that uses a username and password is called a “Login”

A ‘Username’ is the name you use to log on to a PC or Tablet. It is generally a part of your own name. For example a username for Fred Smith may look like fsmith or smithf.

A password is often made up of a minimum of eight characters being a combination of letters and numbers some letters being capitalised. Most passwords are “case sensitive” meaning that if the password has a capital letter in it the letter must be capitalised when it is used.





**Learning  
Activity**

## Question

**LEARNING ACTIVITY THREE**

Why would you think that a Smartphone and a tablet should be secured by using PINs or passwords?

SAMPLE SAMPLE

## ALTER THE DIGITAL DEVICE SETTINGS TO BEST SUIT INTENDED USE

There are some basic setting in all digital devices that can be adjusted to suit the user or altered to better suit the intended use.

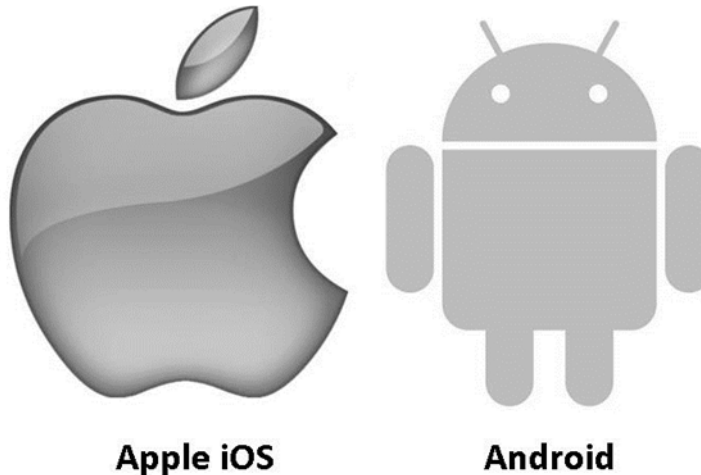
Over the next few pages we will look at those basic settings on a Smartphone, tablet and a digital camera.

### BASIC SETTINGS OF A SMARTPHONE

A “Smartphone” is like a PC. It uses software called an “Operating System”. In other training materials you would have learned about “Operating System” software for PCs.

There are several types of “Smartphone” operating system software. But the two most common are called:

- ☆ Apple iOS
- ☆ Android



Apple iPhones use the “Apple iOS” operating system software. Smartphones such as Samsung, LG, HTC, Motorola and Sony ‘brands’ use the “Android” operating system software.

Apple iOS and Android operating system software are quite different, so the menus and basic settings are different.

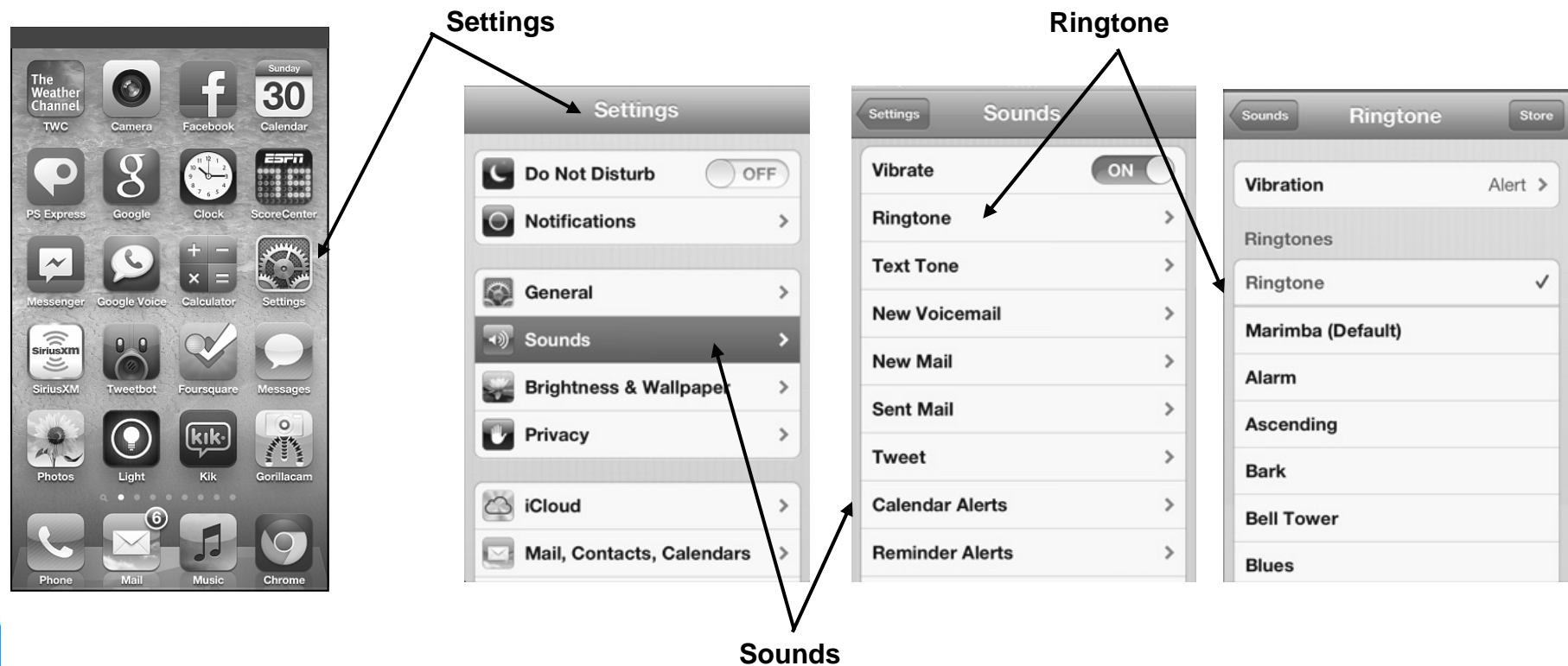
The most common basic settings for a Smartphone are its “Ringtones”. There are two main types of Ringtones:

- ☆ Incoming call
- ☆ Incoming text message

On all Smartphones you can choose the sound of the “Ringtones” you want.

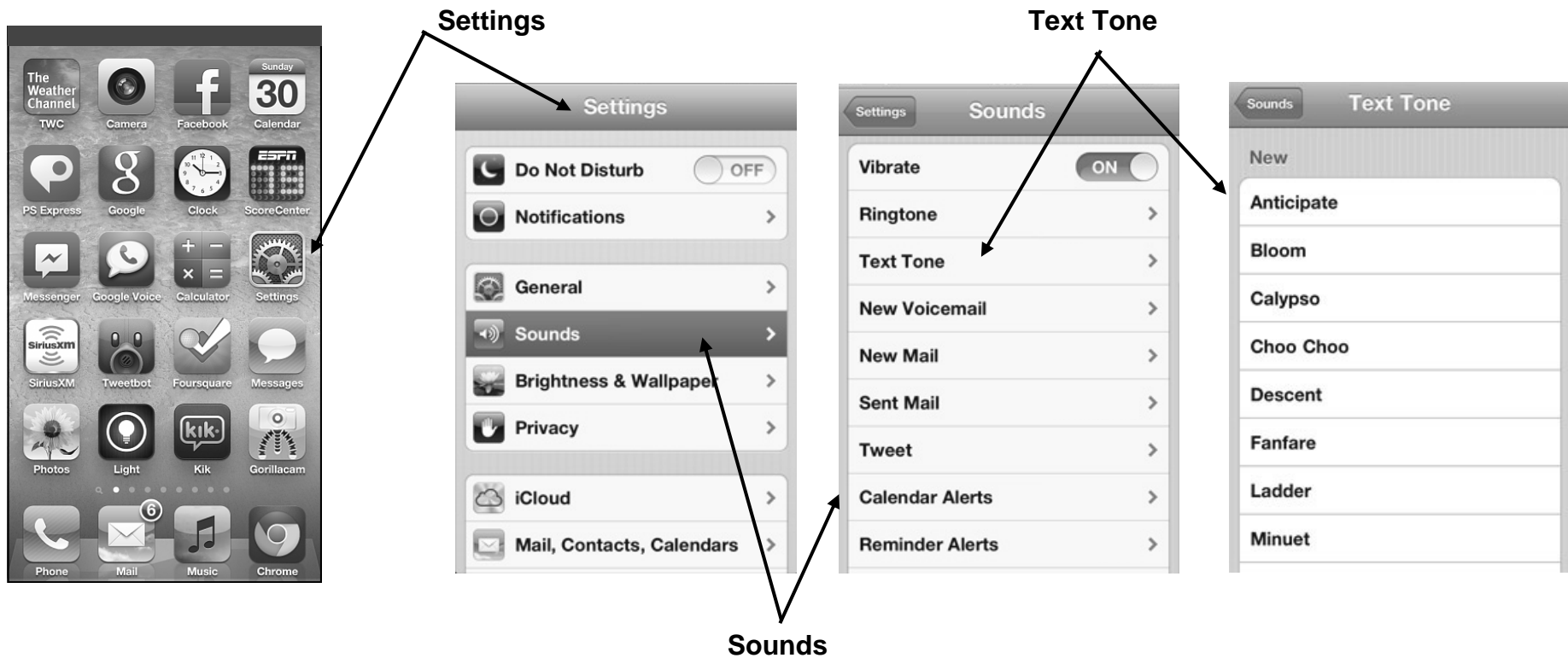
On the **Apple iPhone** you would tap the “Settings” button on the “Home Screen” with your finger. A new window would appear, where you would tap a line called “Sounds”.

Another window appears where you would tap, the first setting “Ringtone”. Another window would appear and from here you tap on the sound you want your iPhone to use when there is an incoming call.



To set the sound your Smartphone will use for text messages you go back to the “Setting” menu you would again tap a line called “Sounds”.

Another window will appear where you would tap, the first setting “Text Tone”. Another window would then appear and from here you tap on the sound you want your iPhone to use when there is an incoming text message.



As we mentioned earlier, there are many Smartphones that use the “**Android**” operating system software.

To find Android “Ringtone” settings you need to go to the “Home Screen” and tap the “Apps” icon on the “Home Screen” with your finger. The “Apps” icon looks like small a “small box of dots”.

A new window will appear where you will see the “Settings” button. You tap the “Settings” button.

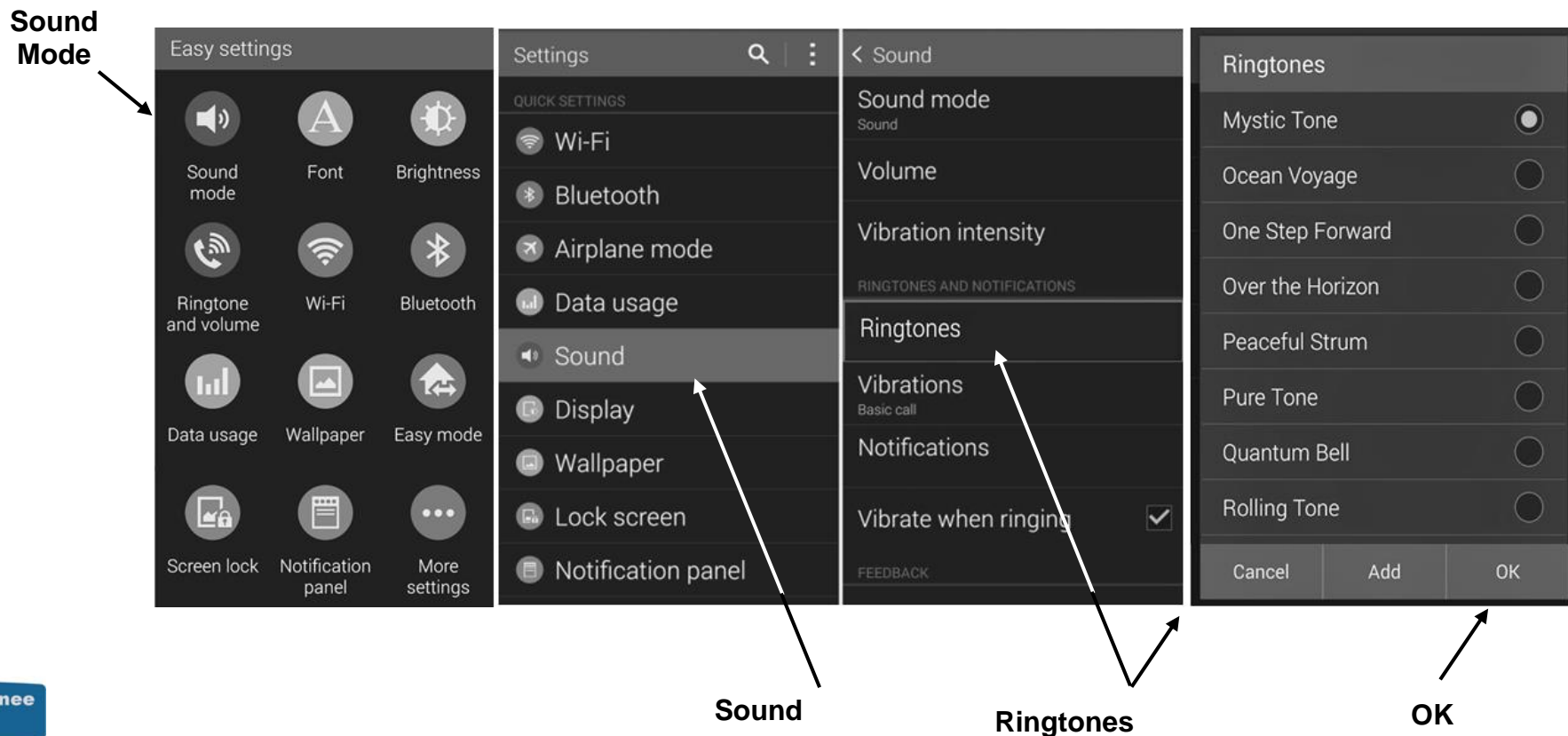


A new window will appear and there is a line called “Sound Mode”. You would tap this line with your finger.

Another window would appear and there is a line called “Sound”. You would tap this line with your finger.

Another window would appear and there is a line called “Ringtones”. You would tap this line with your finger.

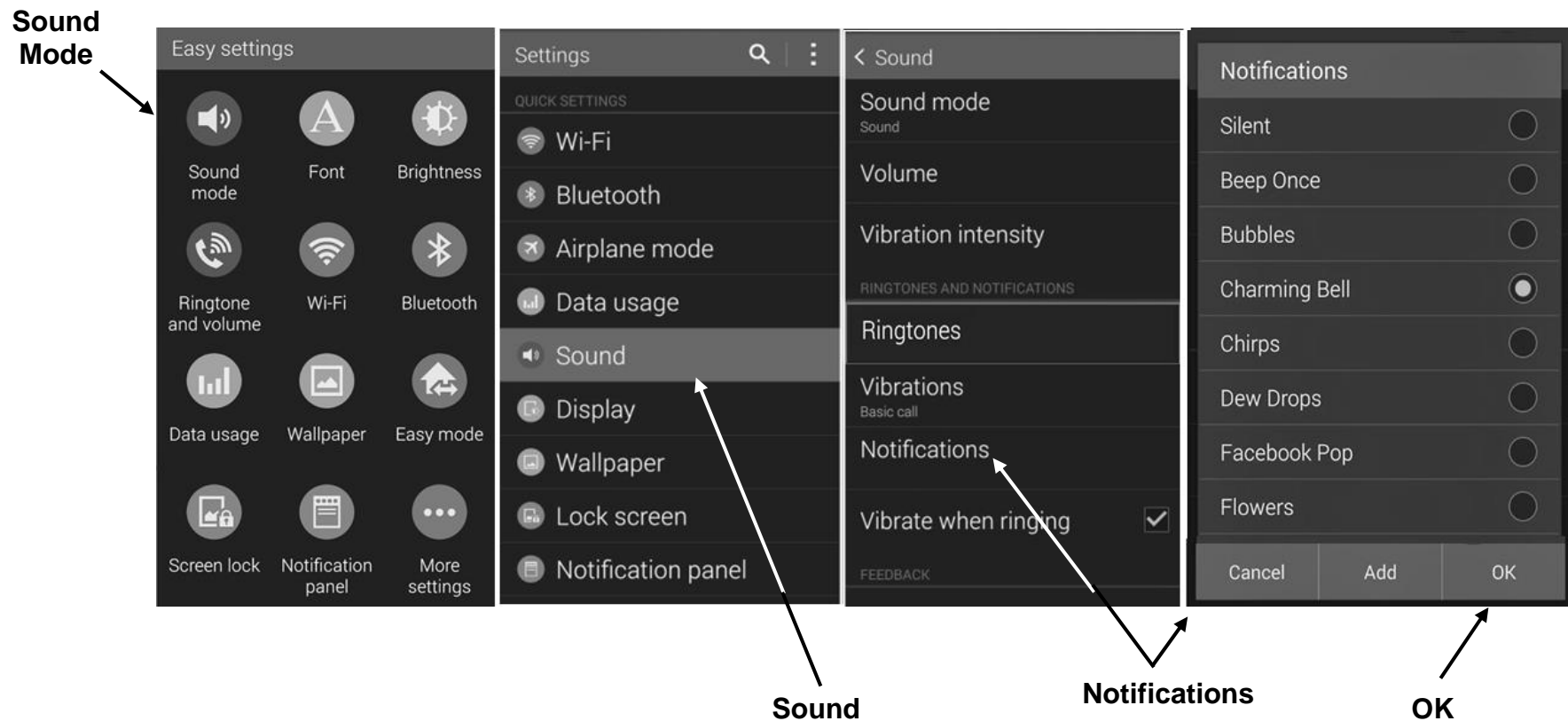
And finally, another new window appears and in this window you tap the sound you want your Smartphone to make when there is an incoming call and then tap OK.



To set the sound your Smartphone will use for text messages you go back to the “Setting” menu and back to “Sound Mode”, then “Sounds”.

Another menu would appear. There is a line called “Notifications”. You would tap this line with your finger.

Finally, another new window appears and in this window you tap the sound you want your Smartphone to make when there is an incoming text message, then tap OK.





## ALTERING A SMARTPHONE SCREEN ENVIRONMENT

There are two basic things you can do to the Smartphone's screen.

- ☆ Change the brightness of the screen
- ☆ Change the background (also called Wallpaper)

To change the screen brightness and the background or wallpaper on an **Apple iPhone** you would tap the “Settings” button on the “Home Screen” with your finger as you did when setting your ringtones and text message tones.

On the “Settings” window you would tap “Brightness and Wallpaper”. A new window appears and here the first setting you can change is the brightness of your screen by using the “slider”.

Under this “Slider” is a box that says “Wallpaper”. This is where you would choose what the “Home Screen” background on your Smartphone would look like. You tap anywhere in this box with your finger.

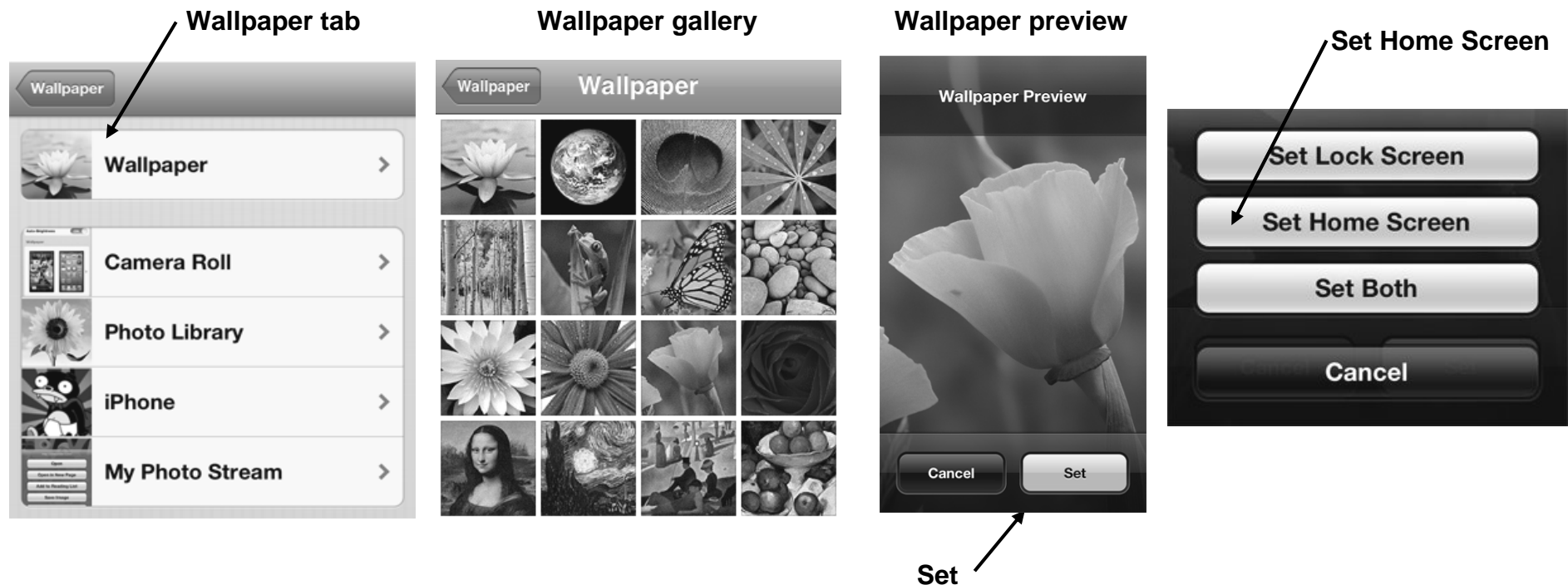




A new window will appear and there is a tab called “Wallpaper” that you would tap with your finger.

Another new window would appear and this is the “Wallpaper Gallery”. You pick the picture you want to be on your Smartphone “Home Screen” background and you tap the picture with your finger.

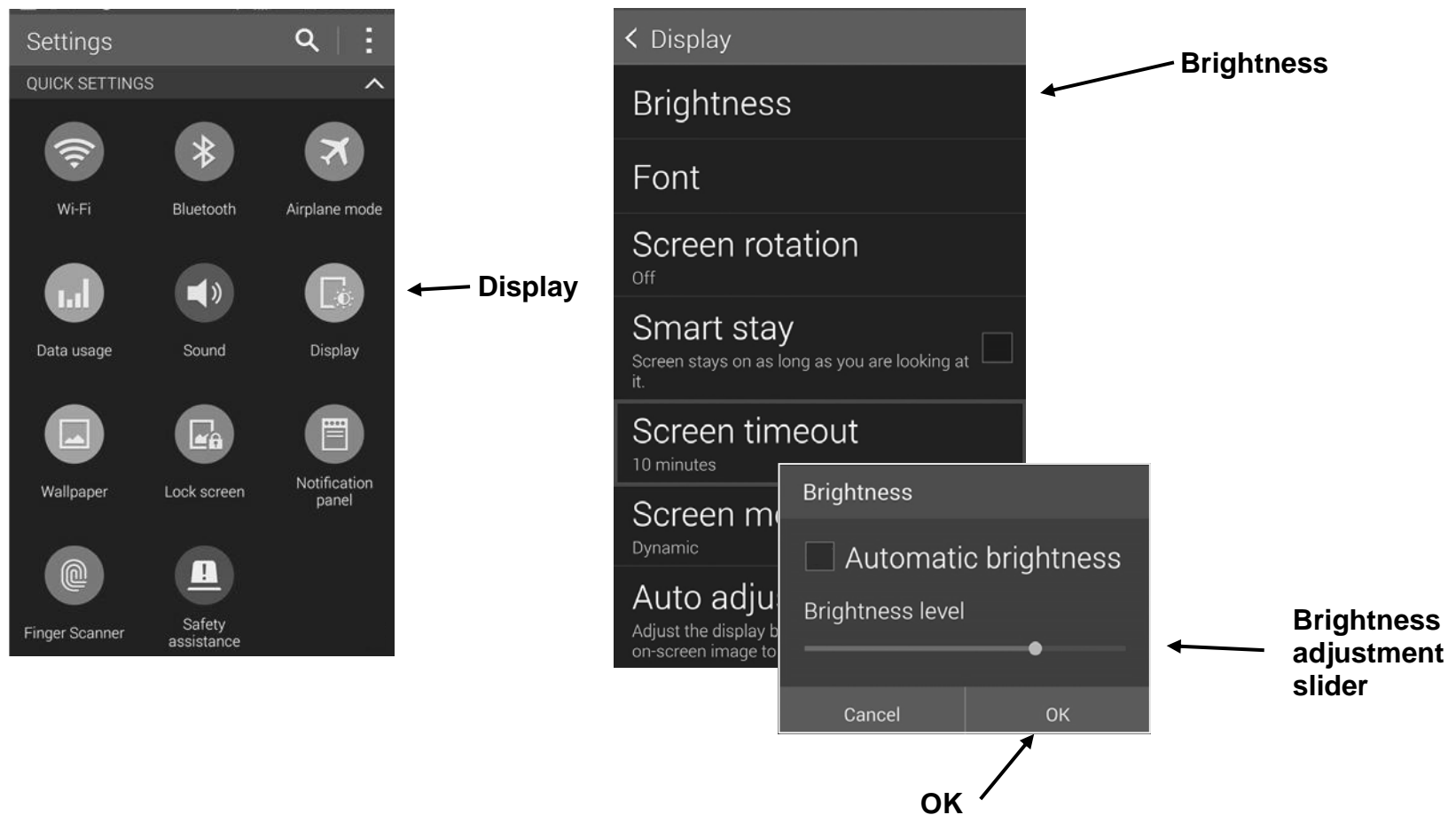
A preview screen appears to show you what the “Home Screen” will look like with the new background. You click on “Set” and then you click on “Set Home Screen” on the new window.



You can change the brightness and wallpaper on an “Android” Smartphone as well.

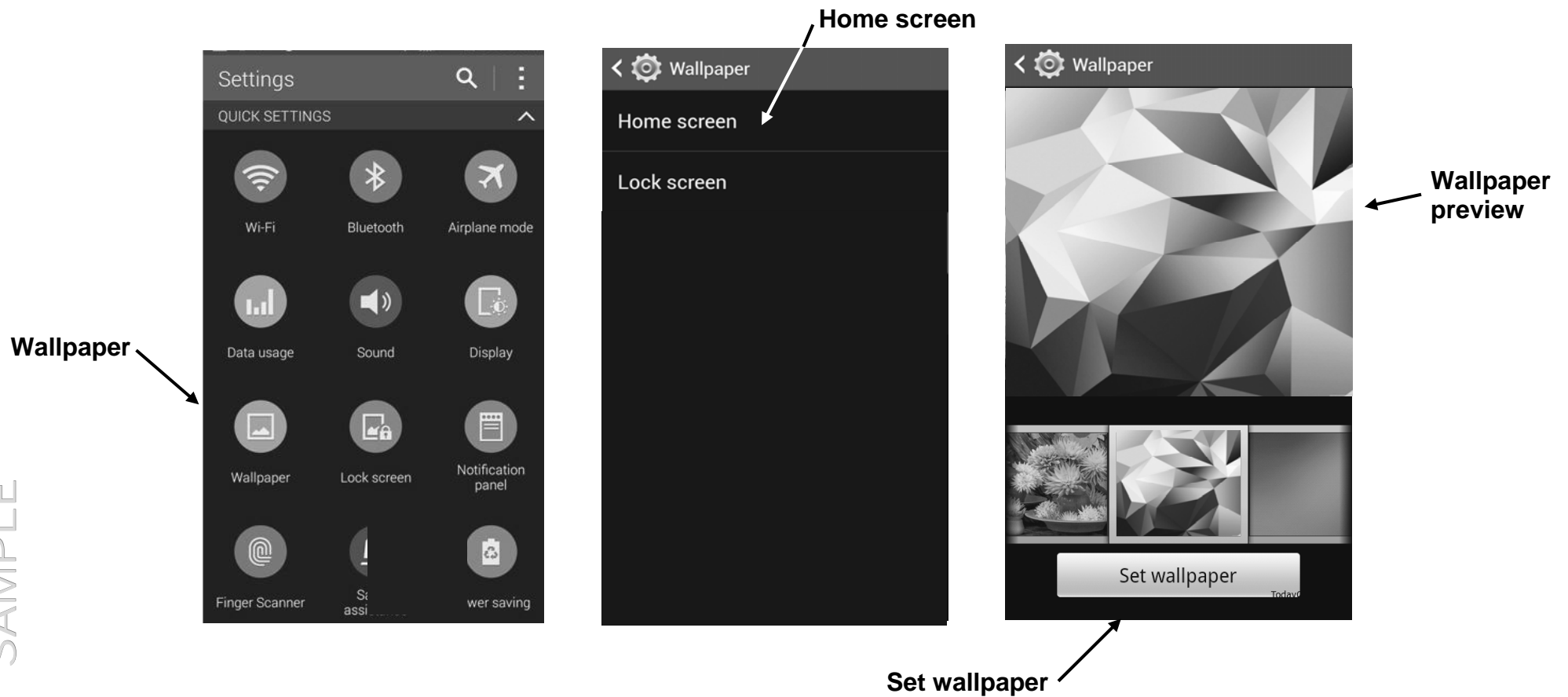
You first tap on “Apps” and then on “Settings” just as you did to change the ringtones and text message sounds.

This time in “Settings” you tap on “Display”. A new window appears and you tap on “Brightness”. Another window appears that has an adjustments slider. You use this slider to change the brightness of the screen and then tap “OK”



To change wallpaper on an “Android” Smartphone you again tap on “Apps” and then on “Settings” just as you did to change brightness.

This time in “Settings” you tap on “Wallpaper”. A new window appears and you tap on “Home Screen”. Another window appears that has the wallpaper gallery. You pick the picture want and there is a preview window that appears. Then you tap “Set wallpaper”.



## BASIC SETTINGS OF TABLETS

A “Tablet” is like a PC. It uses software called an “Operating System”. In other training materials you would have learned about “Operating System” software for PCs.

There are several types of “Tablet” operating system software. But the three most common are called:

- ☆ Apple iOS
- ☆ Android
- ☆ Windows 8

Apple iPads use the “Apple iOS” operating system software.

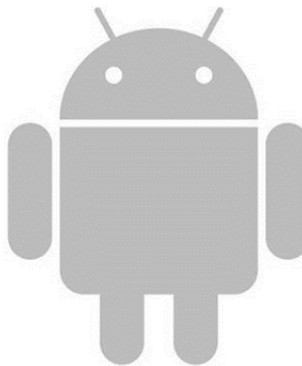
Tablets such as Samsung use the “Android” operating system software.

Tablets such as Microsoft Surface, Lenovo and Toshiba use the “Windows 8” operating system software.

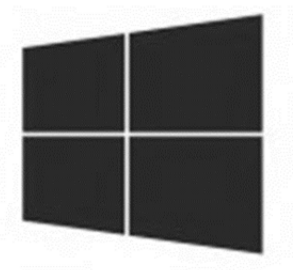
In these training materials we will look at the basic settings on an “Apple iPad” and an “Android Samsung” tablet.



**Apple iOS**



**Android**



**Windows 8.1**

The first basic setting is your “Lock Screen”.

This makes sure that when you are not using the Tablet, it will go to the “Lock Screen” and you would need to put in a Password or Passcode.

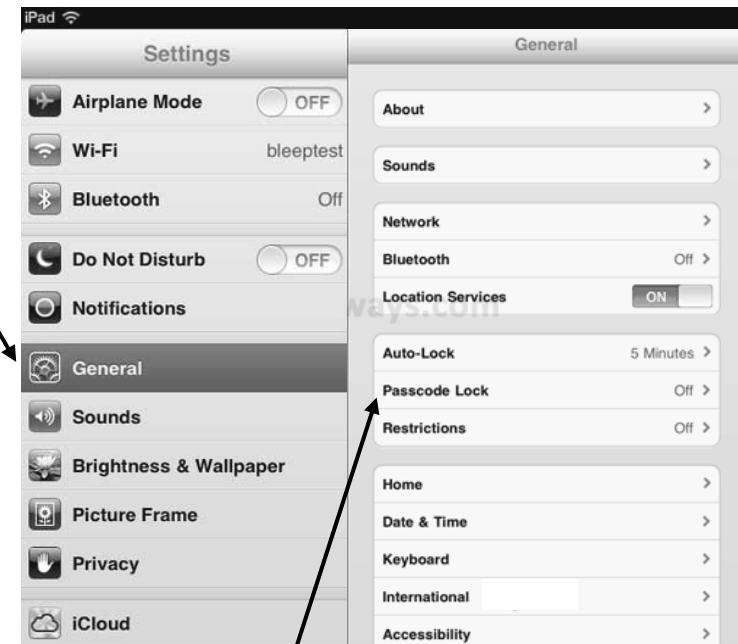
To setup a “Lock Screen” on an **Apple iPad**, you tap on the “Settings” button with your finger. The “Setting Menu” will appear.

You tap the line that says “General” with your finger. Another menu on the iPad screen will appear. You tap the line that says “Passcode Lock” with your finger



Settings

General



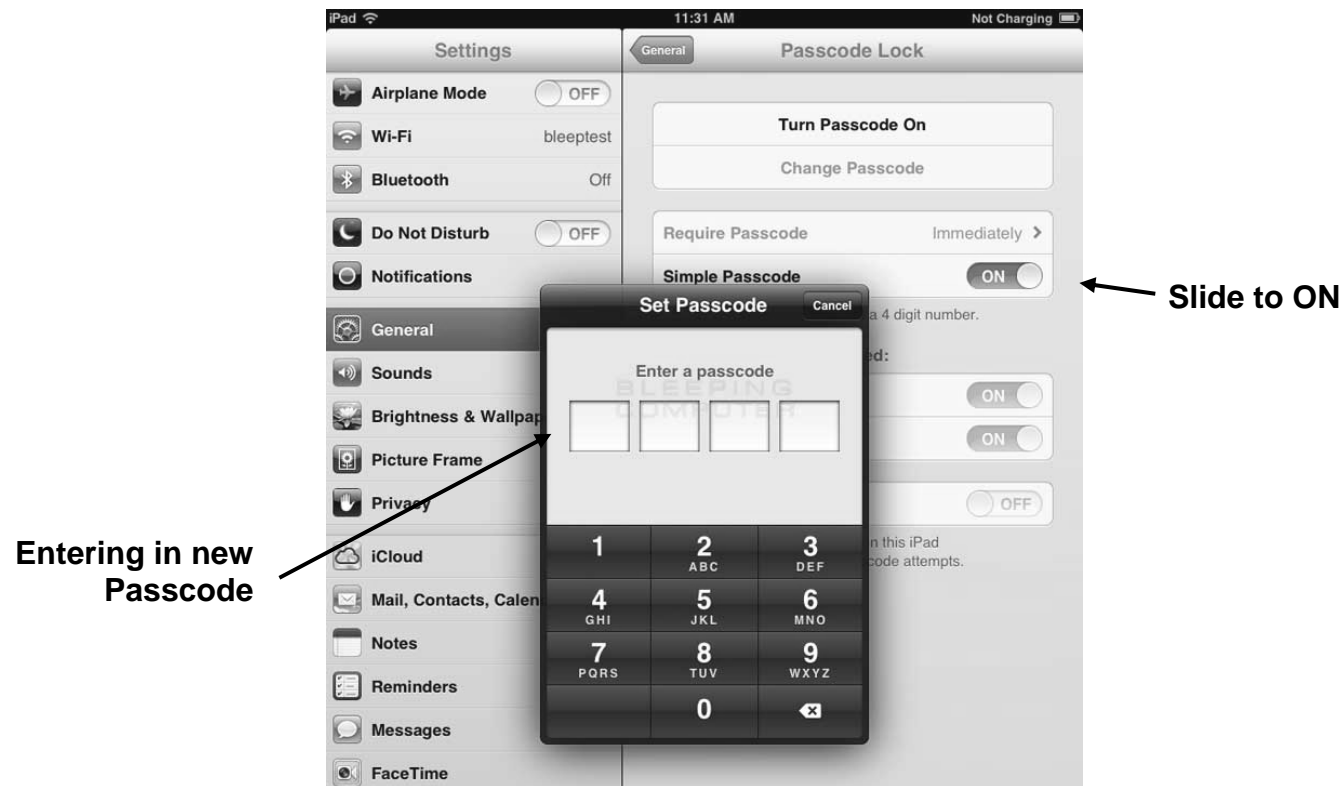
Passcode Lock

SAMPLE SAMPLE

A new screen will appear. This is where you set your “Passcode”. You first tap the lined that says “Turn Passcode On”.

Next you go to the line that says “Simple Passcode”. You put your finger on the button and slide the button to the right so the “ON” appears.

A new window will appear. This is where you set your “Passcode”. You type four numbers into the four boxes. It will ask you to do it again, so you need to type in the same four numbers.



So now every time your iPad is turned off and back on or goes to “sleep”, you would need to enter your “Passcode”.



SAMPLE SAMPLE

To setup your lock screen on an Android Samsung tablet, you tap the “Settings” button on the “Home Screen”.

A new screen will appear. This is the “Settings Menu”. You tap the line that says “Lock Screen” with your finger.

A new screen will appear. You tap the line that says “Screen Lock” with your finger.





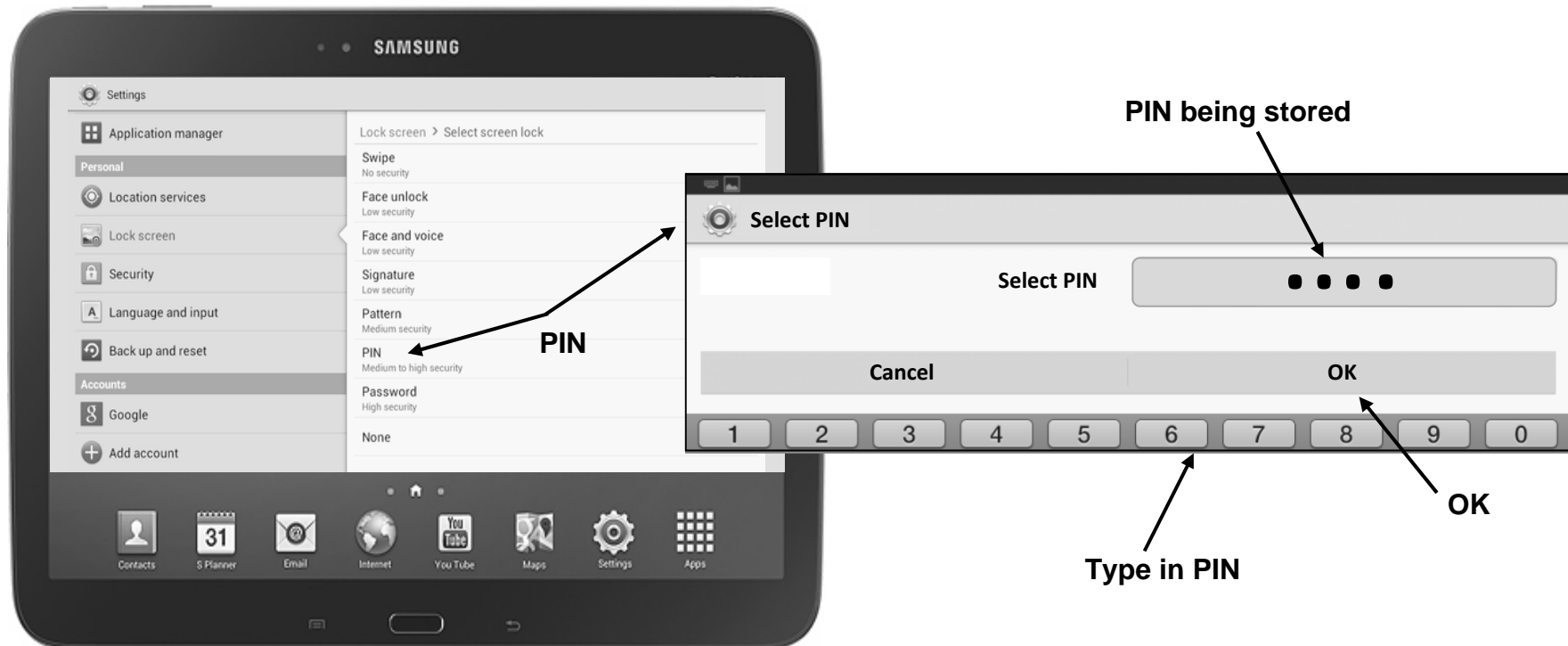
A new screen will appear. This is where you set the type of “Lock Screen” you want.

The simple “Lock Screen” is setting a “PIN”. On this new screen, you tap the line that says “PIN” with your finger.

A new screen will appear. This is where you choose or ‘Select’ your PIN.

On the ‘Number Keyboard’, you type in a 4 – 6 number PIN. You will see some dots appear in the empty box at the top of this screen. This is showing that the ‘Tablet’ is ‘saving’ your PIN.

Then you will tap “OK” with your finger. It will ask you to re-enter the PIN and then you tap OK again.



So now every time your Android tablet is turned off and back on or goes to “sleep”, you would need to enter your “PIN”.



SAMPLE SAMPLE

## ALTERING A TABLET SCREEN ENVIRONMENT

There are two basic things you can do to the Tablet's screen.

- ☆ Change the brightness of the screen
- ☆ Change the background (also called Wallpaper)

On an **Apple iPad**, there is an “Auto-Brightness” feature. So if you are using an iPad in a dark area, it will ‘automatically’ make the iPad screen brighter. However, you may think it is not bright enough. So you can make the iPad screen brighter if you want.

To do this you tap on the “Settings” button on the iPad “Home Screen”. A new screen will appear and this is the iPad “Settings Menu”. You now tap the line that says “Brightness and Wallpaper” with your finger.

A new screen will appear. You first want to turn “Off” the “Auto-Brightness” feature. To do this you put your finger on the button beside the line that says “Auto-Brightness” and slide the button to the left. It should now say “OFF”. You then use the “Brightness” slider to make the screen brighter or darker.

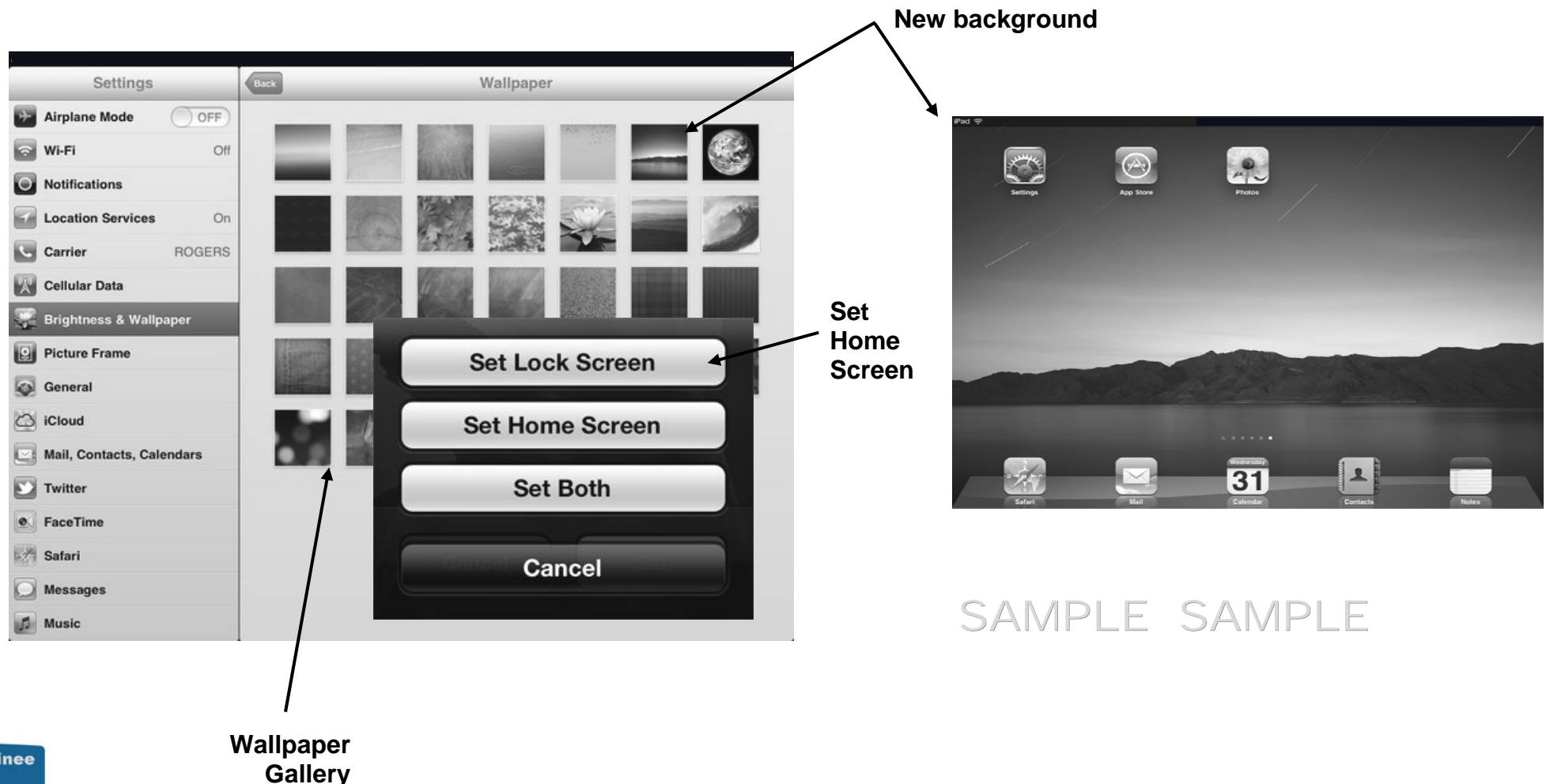


Under the “Brightness” setting “Slider” is a box that is called “Wallpaper”. This is where you would go to change the “Wallpaper” of your iPad. The “Wallpaper” of an Apple iPad is the background of the “Home Screen”.

To change the iPad “Wallpaper” you would tap this box with your finger. A new window appears and you would tap “Wallpaper”.



The iPad “Wallpaper Gallery” screen appears and here you choose the picture you want and tap on it. A new window appears and you would tap “Set Home Screen”. The picture you chose will become the iPad’s background.



Like an iPad, an Android Samsung tablet has an “Automatic Brightness” feature. So if you are using a tablet in a dark area, it will ‘automatically’ make the tablet screen brighter. However, you can also adjust the brightness to suit your intended use.

To do this you tap the “Settings” icon on the “Home Screen”. The “Settings Menu” will appear. You now would tap the line that says “Display” with your finger and then on the new window you would tap the line that says “Brightness” with your finger.

In the new window you first need to turn ‘Off’ the “Automatic Brightness” feature by tapping the small box beside the “Automatic Brightness” line. The small ‘checkmark’ inside this small box will disappear. Then you make your brightness adjustment by using the “Brightness Adjustment” slider. When you have the brightness level you want, tap “OK”.



On an Android tablet such as a Samsung you can also change the “Home Screen Wallpaper”. This is the picture you see as a ‘background’ on the “Home Screen”.

You need to push and hold down, using your finger on any ‘blank’ space on the “Home Screen”. A new window will appear.

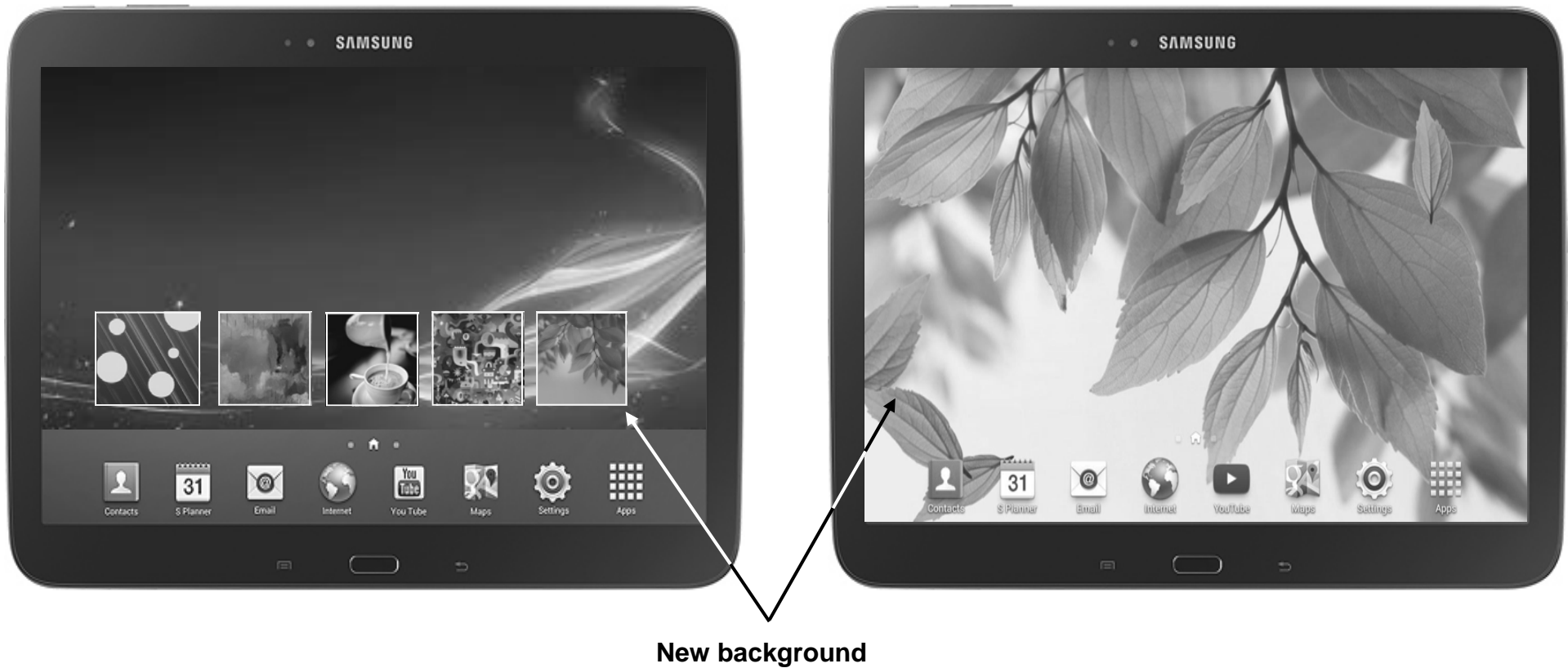
You tap the line that says “Home Screen” with your finger. A new window appears and you then tap on “Wallpapers”



SAMPLE SAMPLE

A collection of pictures will appear on the “Home Screen” that you can scroll through and choose the one you want as a background.

When you have made your choice you simply tap on the picture and the tablet background changes.





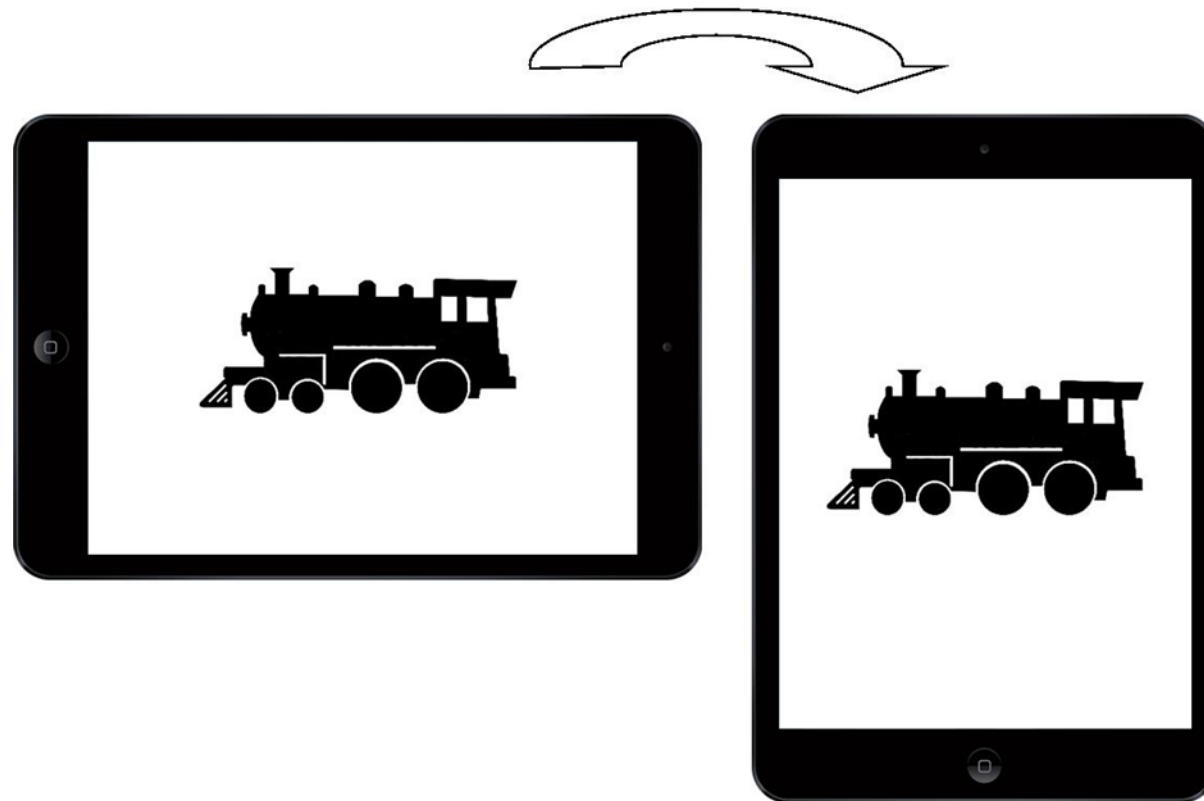
## AUTOMATED FEATURES

There are several features of tablets that are “Automated”. This means that they do things without you needing to change them.

Most “Automated” features are also called “Default Settings”. The meaning of “Default” is which features the maker of the Smartphones or tablets has decided are the best.

So if you did not decide to change the background or wallpaper of the Smartphone or tablet you bought, the background or wallpaper would be the “Default” background.

Also, there is an automated setting a Smartphone or tablet has called “Screen Rotation”. So when you turn your Smartphone or tablet on its side, the screen will move the picture as well.



## SAMPLE SAMPLE

**BASIC SETTINGS OF A DIGITAL CAMERA**

A digital camera will have a few basic settings called “Point and Shoot”. “Point and Shoot” means that you are taking pictures with the digital camera without having to use any advance settings.

The camera decides how to take the picture. The basic “Point and Shoot” settings include:

- ☆ Standard
- ☆ Portrait
- ☆ Landscape
- ☆ Close-up
- ☆ Sports



**“Standard”** setting means that the camera decides what to focus on and whether to use a flash. This is the most common setting. You can alter the settings though by selecting another type of “Point and Shoot” setting also called “Shooting Mode”.

**“Portrait”** setting is when you are taking pictures of people. “Portrait” setting means that the camera will focus on a person’s face and decide whether to use a flash.

**“Landscape”** setting is when you are taking pictures of things far away, such as mountains or forests. “Landscape” setting means that the camera will focus on things far away.

**“Close-up”** setting is when you are taking pictures of things close to the camera lens, such as flowers. “Close-up” setting means that the camera will focus on something close to the lens and decide whether to use a flash.

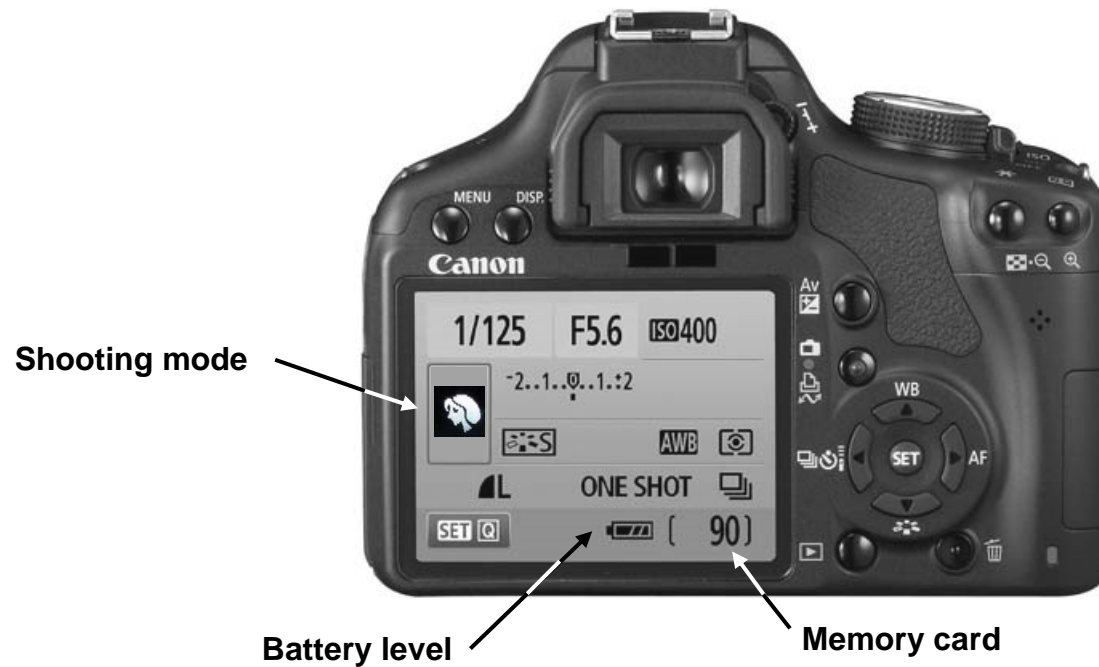
**“Sports”** setting is when you are taking pictures of things that are moving fast such as a car race. “Sports” setting means that the camera will focus quicker on something moving fast and decide whether to use a flash.

Where the settings are that need to be changed will be determined by the brand and model of camera. The most common type has a small dial at the top of the camera.

### ALTERING A DIGITAL CAMERA SCREEN ENVIRONMENT

All digital cameras have a screen on the back of the digital camera. This screen does a few things.

The basic things on a digital camera screen are the camera setting, the battery level and the number of pictures left on the "Memory Card".

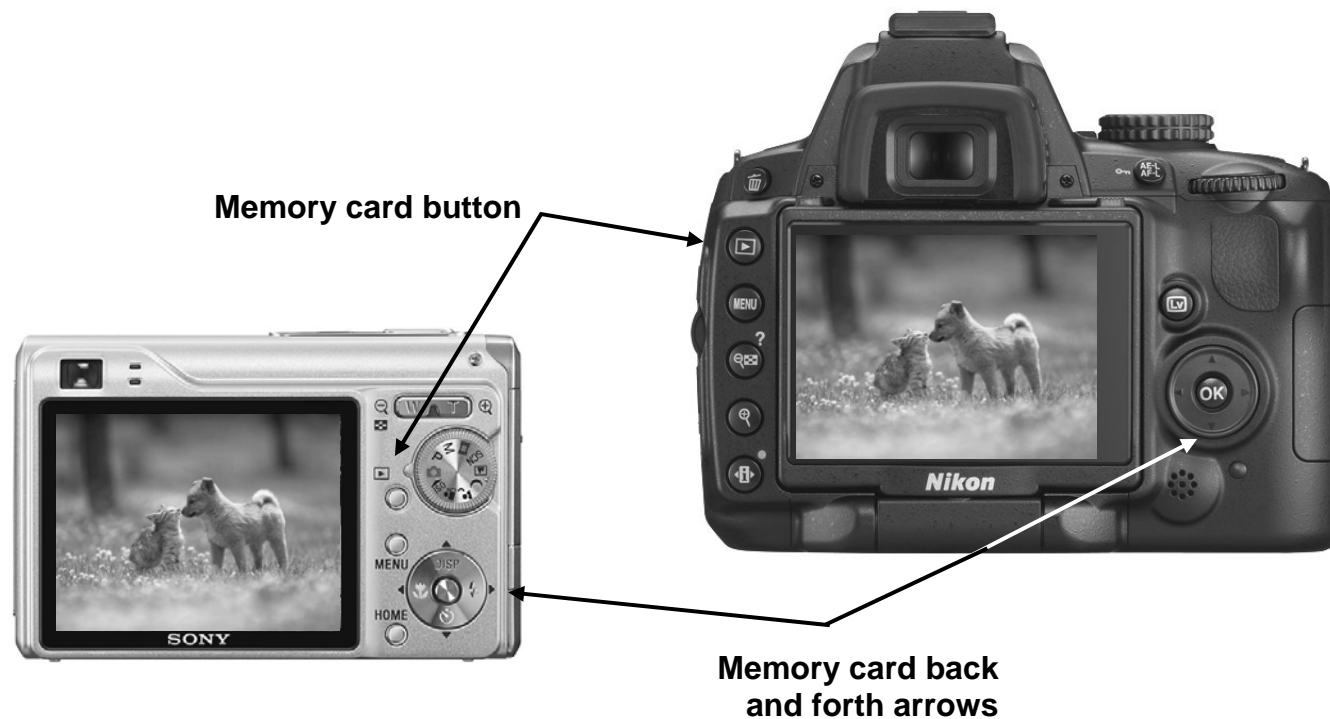


The other thing that a digital camera screen does is show you the pictures you have taken. On the back of the digital camera will be a button that looks like an arrow.

You push this button once with your finger. It changes the screen from showing settings to showing you the pictures that are stored on the “Memory Card”.

There will also be buttons that allow you to go back and forth and see all the pictures on the “Memory Card”. They look like arrows.

You push the right arrow to go forward and see pictures and you push the left arrow to go back and look at pictures.

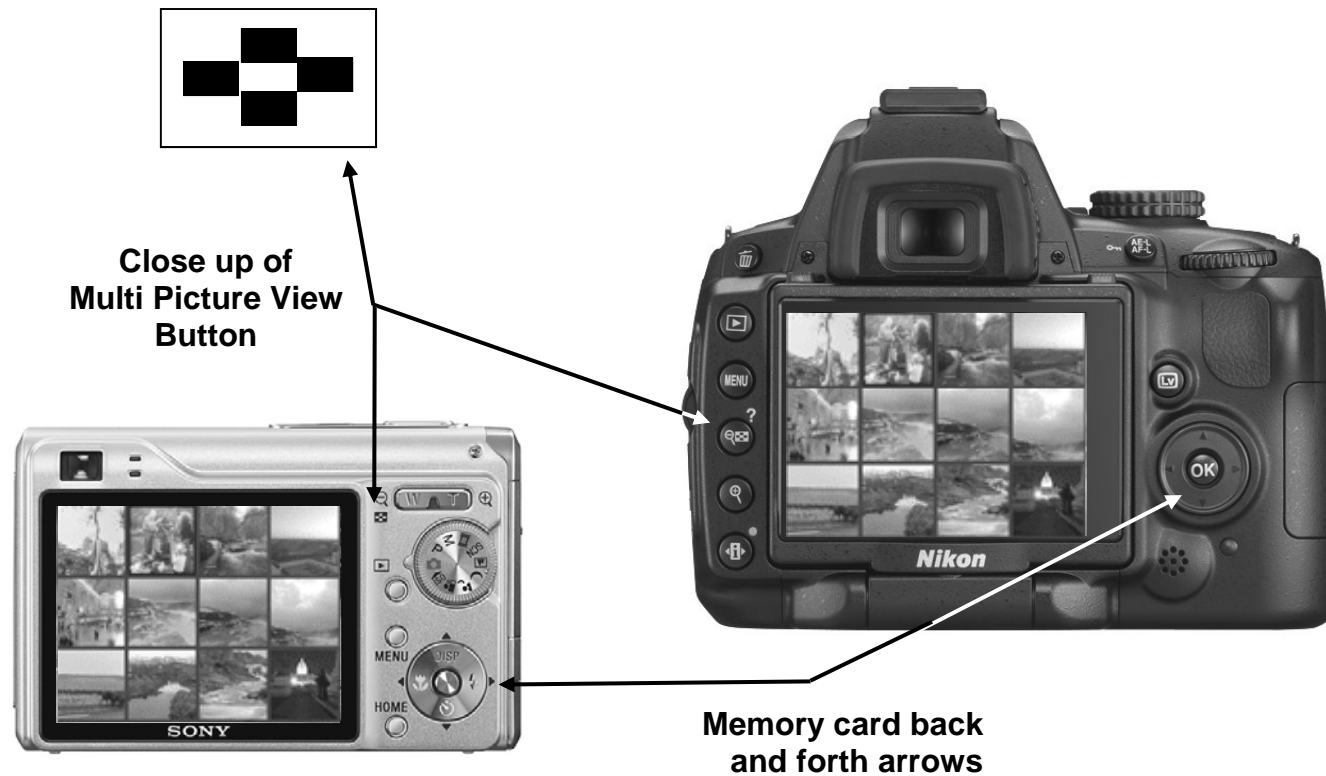


Another screen feature on digital cameras is the “Multi Picture View”. This saves time when you are looking for a certain picture on the “Memory Card”.

To change the digital camera screen to “Multi Picture View”, you push the “Multi Picture View” button on the back of the camera.

We have shown you a close up of what this button looks like.

After you push this button, the screen will show many pictures that you can look at. You can also use those arrows again to go back and forth.



## AUTOMATIC FEATURES ON A DIGITAL CAMERA

There are many automatic features on digital cameras. The main common types of automatic features on a digital camera would include:

- ☆ Automatic focus
- ☆ Automatic flash
- ☆ Automatic sensor cleaning

The “Automatic Focus” feature is one of the most common features on all digital cameras. This feature ensures the person using the camera will have ‘sharp and clear’ pictures, instead of the pictures being ‘blurry’.

The other common automatic feature of a digital camera is the “Automatic Flash”. A “Flash” is the part of a digital camera that provides a flash of light when the camera decides the area where the picture is being taken is too dark.

And finally, larger Digital SLR Cameras will have “Automatic Image Sensor Cleaning”. An ‘Image Sensor’ is a part of the digital camera that takes the picture through the lens and converts it to a ‘digital picture’. It is right behind the lens of the camera. If the parts of the “Image Sensor” are dirty, the picture will not look good.

So Digital SLR Cameras will automatically clean the “Image Sensor” every time you turn off the camera. It will tell you that the camera is cleaning the image sensor on the camera screen.



**Learning  
Activity**

## Task

**LEARNING ACTIVITY FOUR**

To successfully complete this unit you are required to demonstrate your ability to turn on and alter some basic settings on a digital device.

In this Section we looked at the basic settings that could be altered or adjusted on Smartphones, tablets and digital cameras.

Demonstrate in front of your teacher or trainer your ability to alter or adjust two or more basic settings in either a Smartphone, or a tablet.

If you are performing this activity at work then have your employer or supervisor observe you doing this activity. Please note that the person observing you at work must be able to do this activity in order to know you have successfully completed this activity. Also it is likely that your employer will need to provide evidence that you have performed this activity successfully.

Your teacher or trainer will inform you and your employer or supervisor what evidence is required.



## **CONFIGURE POWER MANAGEMENT SETTINGS WHERE APPROPRIATE TO MINIMISE POWER CONSUMPTION, AS AN ENVIRONMENTALLY SUSTAINABLE MEASURE**

PCs and PC Laptops use “Power Management”. This means that if the PC or the PC Laptop is on but not being used, it will temporarily stop using electricity.

This is good because the PC or the PC Laptop will use less electricity and this is good for the environment.

This is called “Sleep Mode”. It is a term used to say that a PC is still on but it is not using electricity. Most PCs or PC Laptops will stop their “Sleep Mode” by tapping the mouse button or a key on the keyboard.

There are many digital devices that use ‘batteries’.

These types of digital devices would also use “Power Management”. This means when the device is not being used it would go into “Sleep Mode” to save the batteries.

Over the next few pages we will focus on the Smartphone, tablet and digital camera “Power Management Settings”.

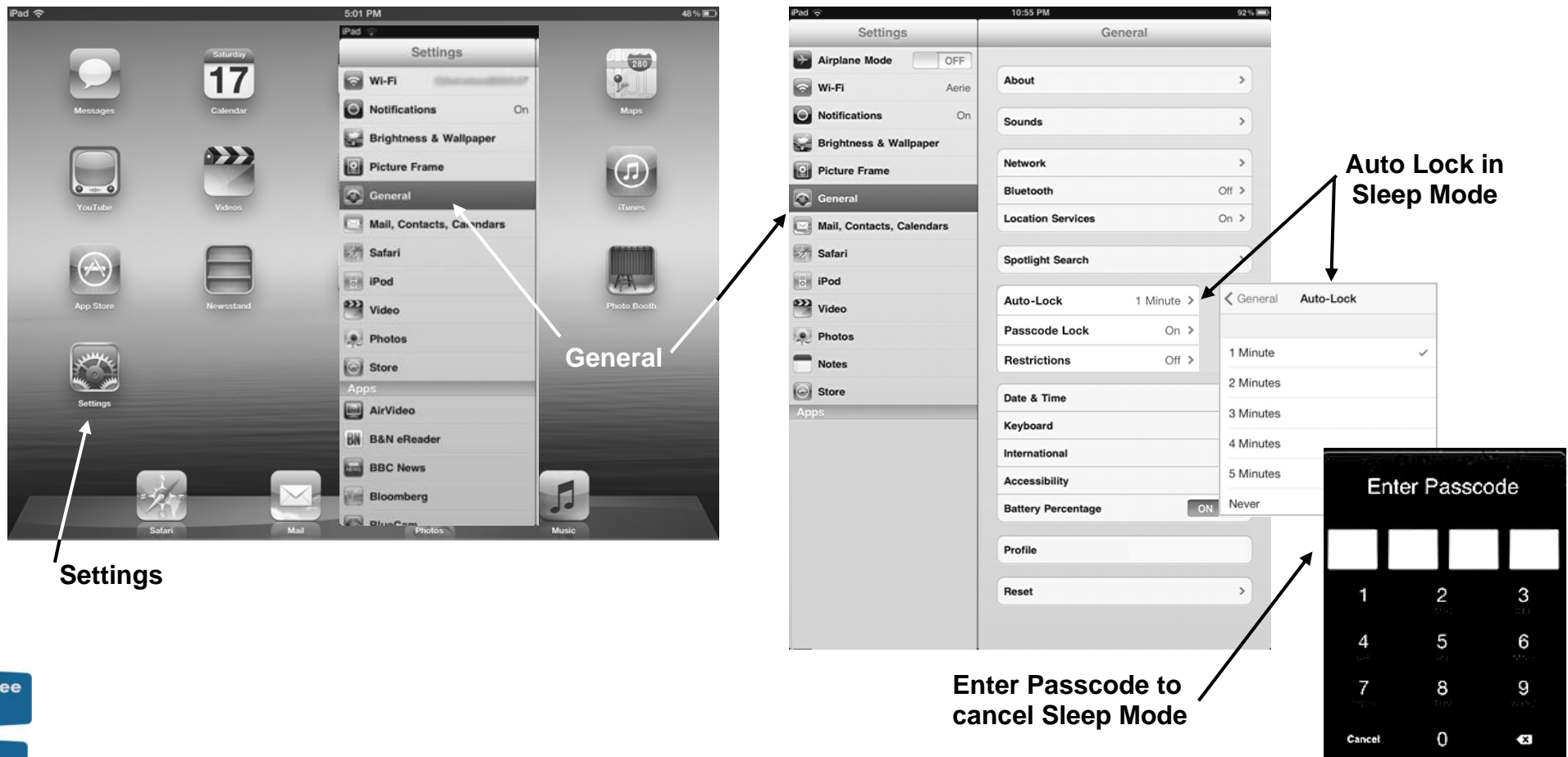


## POWER MANAGEMENT SETTINGS ON TABLETS

First let's look at how you adjust the "Sleep Mode" on an **Apple iPad**. You tap the icon called "Settings" on the "Home Screen" with your finger.

A new window appears and you then tap on "General" with your finger. Next to the "Setting Menu" another window will appear.

In this window is a tab called "Auto-Lock". This tells the iPad when to go into "Sleep Mode". See Arrow 1. This means that the iPad would go into "Sleep Mode" in 1 minute. To get it out of "Sleep Mode" you would need to enter a "Passcode".



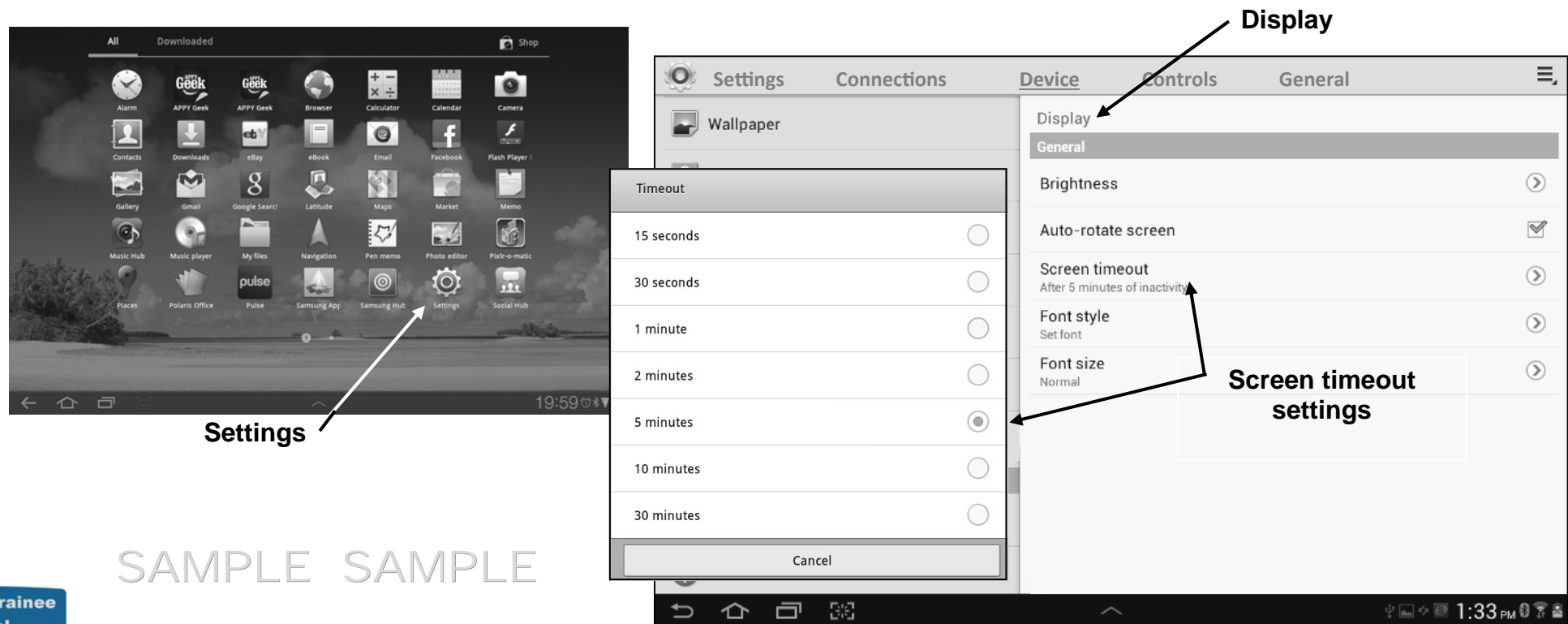
We now look at a popular **Android Samsung** tablet. It too has a “Sleep Mode” called “Screen Time Out”.

If the tablet is not being used for a while the screen goes black and this saves the battery. It also has a “Power Saving Mode”.

To find each you go to the “Home Screen” and tap the “Settings” icon with your finger. This is the “Settings Menu”.

First we want to change the “Screen Time Out” setting. So you tap the tab called “Device” with your finger.

A new window will appear and on the right side is a new menu. You would tap on the tab that says “Display” and a new menu appears. You tap the line that says “Screen Timeout”. Below this line it tells you when the screen on the tablet will ‘go to sleep’. To change this you tap the line that says “Screen Timeout” and on the new menu you tap with your finger on the time you want and a dot will appear in the small circle.

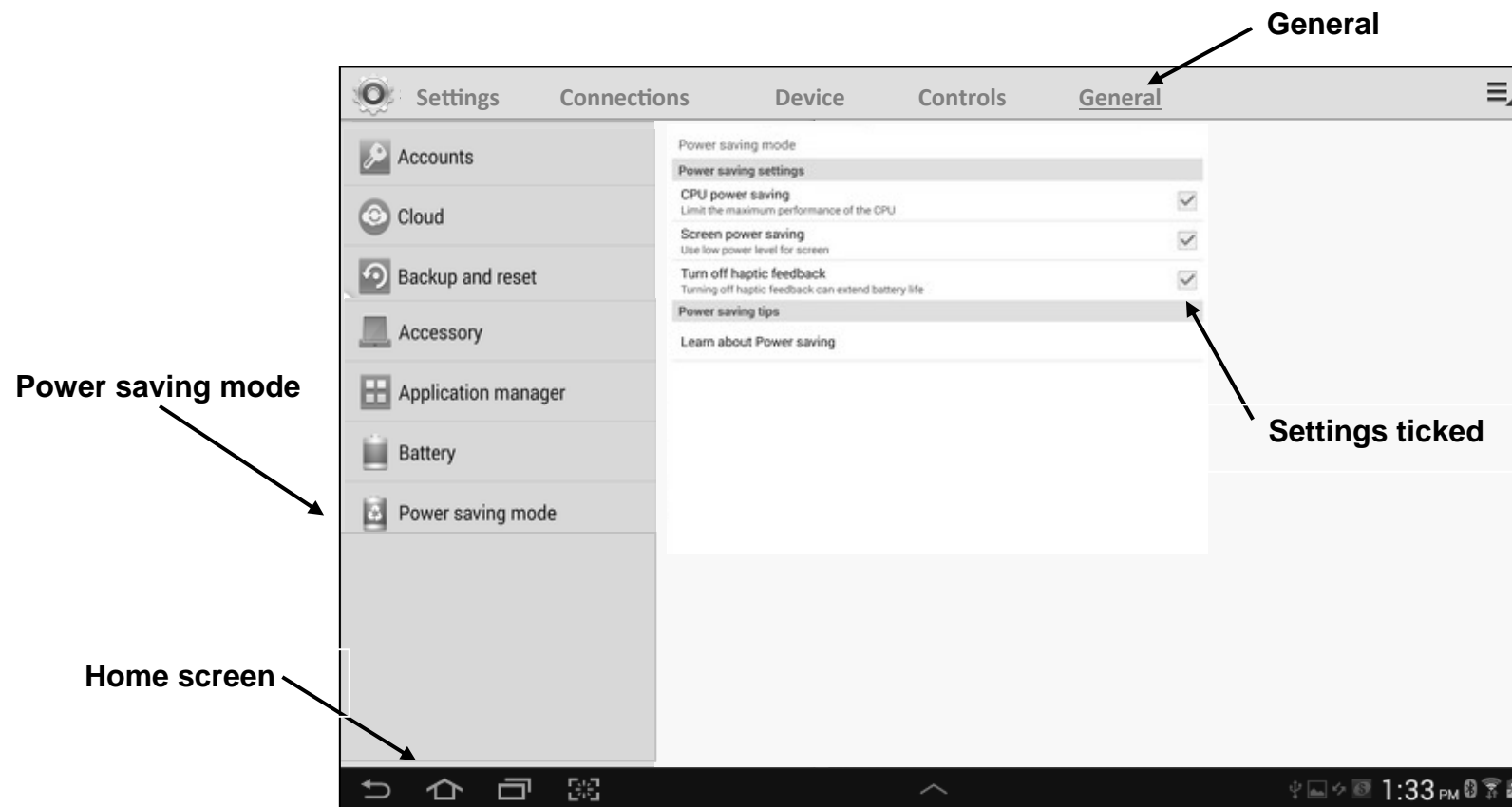


SAMPLE SAMPLE

The other setting that a Samsung Tablet has is called the “Power Saving Mode”. This feature helps protect the battery when it is getting low. It is unlikely you need to change these because when you buy a new Samsung Tablet, the “Power Saving Mode” is already on.

However, we will show you where this setting is anyway. You tap the tab called “General” with your finger. A new window will appear. You tap the line called “Power Saving Mode” with your finger.

A new window will appear, which has several settings. Each should have a small ‘checkmark’ beside each. When you are done, you tap the “Home Screen” icon with your finger. It looks like a small house.

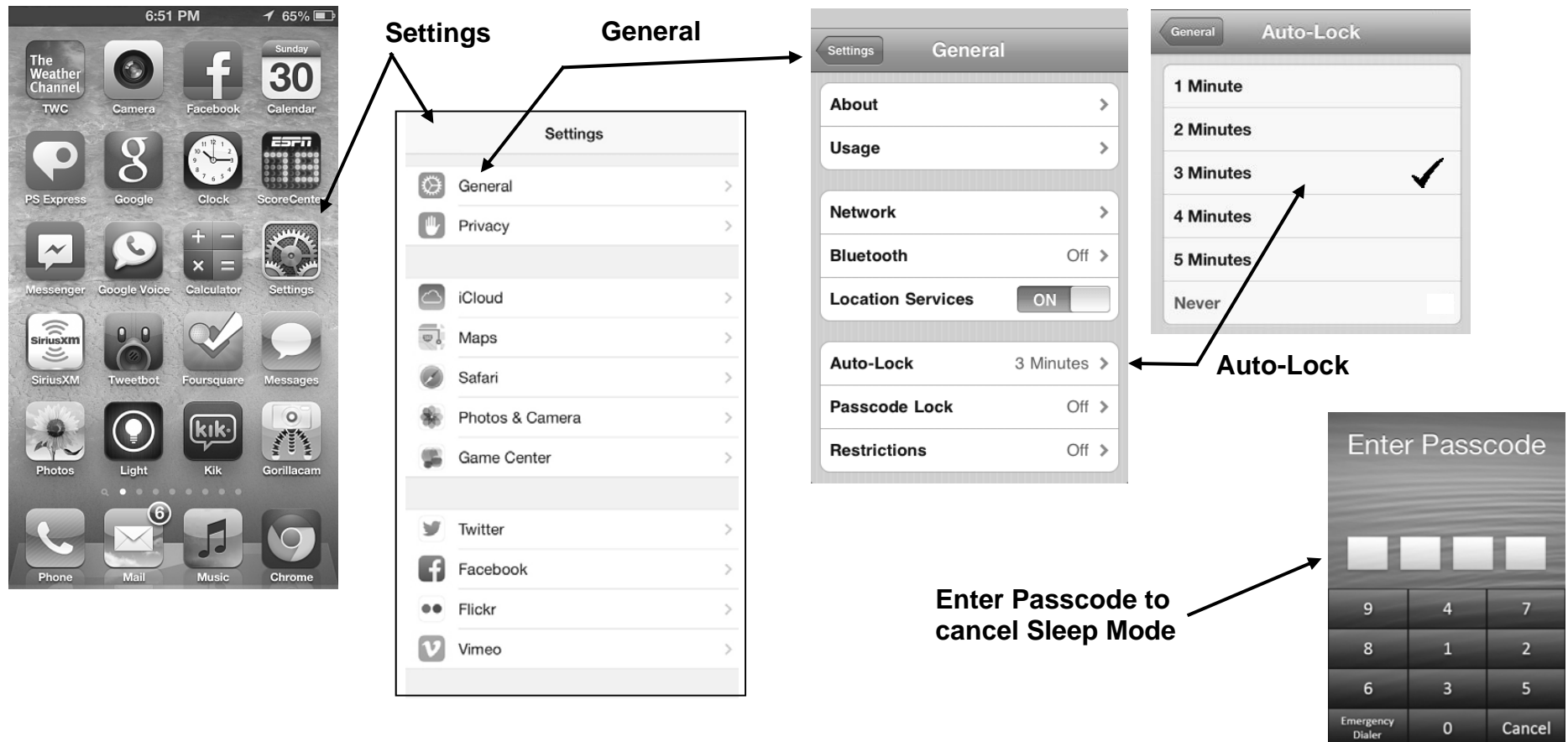


## POWER MANAGEMENT SETTINGS ON SMARTPHONES

The first “Smartphone” we will look at is the **Apple iPhone**. The Apple iPhone has its “Power Management” under “Settings” on the “Home Screen”. You tap “Settings” and a new window appears. And this is the “Settings Menu”.

You tap the line called “General” with your finger and a new window appears, this being the “General” menu. There is a line called “Auto-Lock” and you tap this line. A new window appears and here you tap the time you want the iPhone to go into “Sleep Mode”. A small checkmark would appear next to the time you chose.

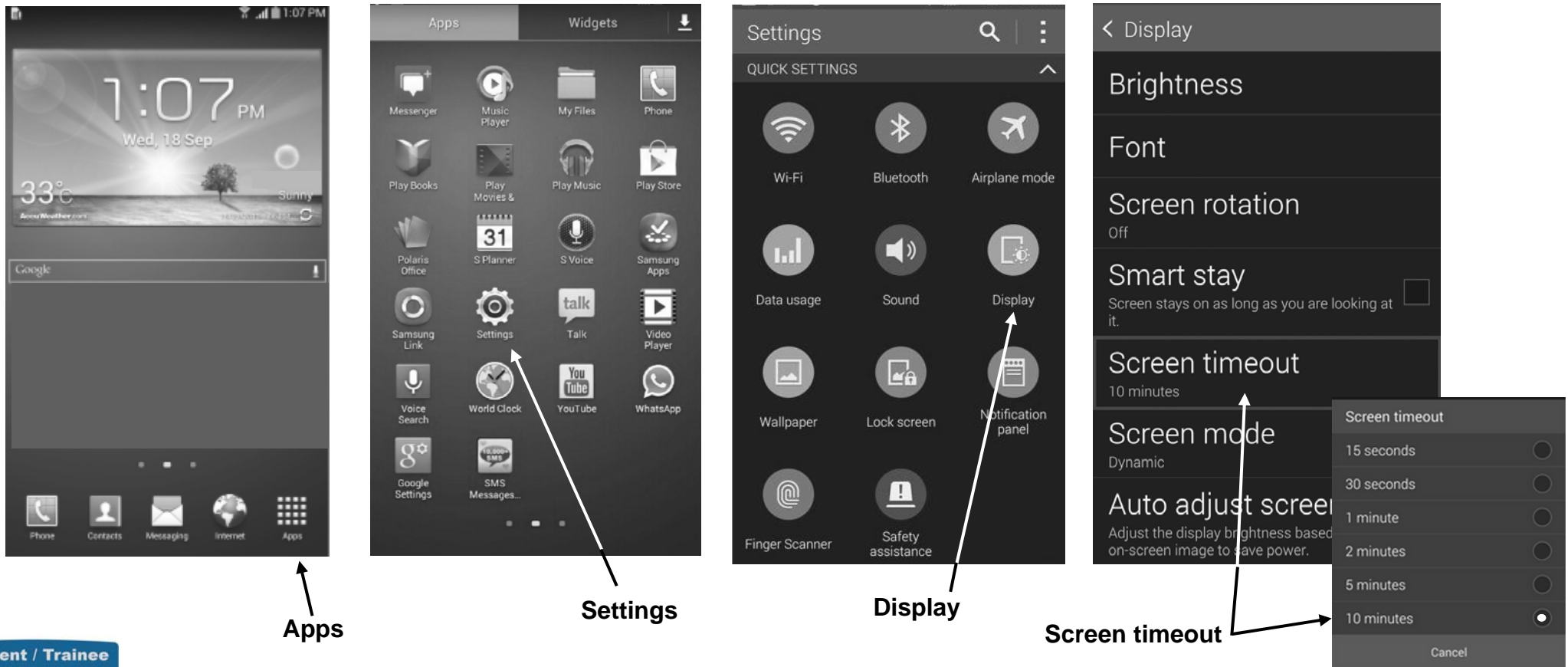
If your iPhone goes into “Sleep Mode” it would also lock the screen. This means that no one could use it unless they knew your “Passcode”. To cancel the “Sleep Mode” you tap the screen and enter your “Passcode”.



The **Android Smartphone** has its “Power Management” under “Settings”. To find the “Settings” on the Samsung Smartphone you tap the “Apps” icon on the “Home Screen”.

A new window will appear and you tap on “Settings”. In this window you tap on “Displays” and then you tap on “Screen Timeout” to change the time when the screen goes into “Sleep Mode”.

You tap on the time you want with your finger and a dot will appear in the small circle.



## POWER MANAGEMENT SETTINGS ON DIGITAL CAMERAS

“Digital Cameras” operate using rechargeable batteries. To help the ‘rechargeable batteries’ work longer, many digital cameras will have “Power Management” settings.

A popular digital camera is the “Canon DSLR”. This digital camera has “Power Management” settings.

To see what the “Power Management” settings are you would look at the “Menu”, which is a button on the back of the camera. The “Menu” would appear on the digital camera screen on the back when you push the “Menu” button. The “Canon DSLR” digital camera has a “Power Management” setting called “Auto Power Off”.

To find this setting you would tap the **arrow pointing right** on the right side of the camera’s back. You would keep tapping this small arrow until you saw a line called “Auto Power Off” on the screen. “Auto Power Off” turns of the camera when it is not taking pictures.

In this example the camera would turn off in 1 minute. To change this you would tap the “Set” button on the right of the camera’s back.

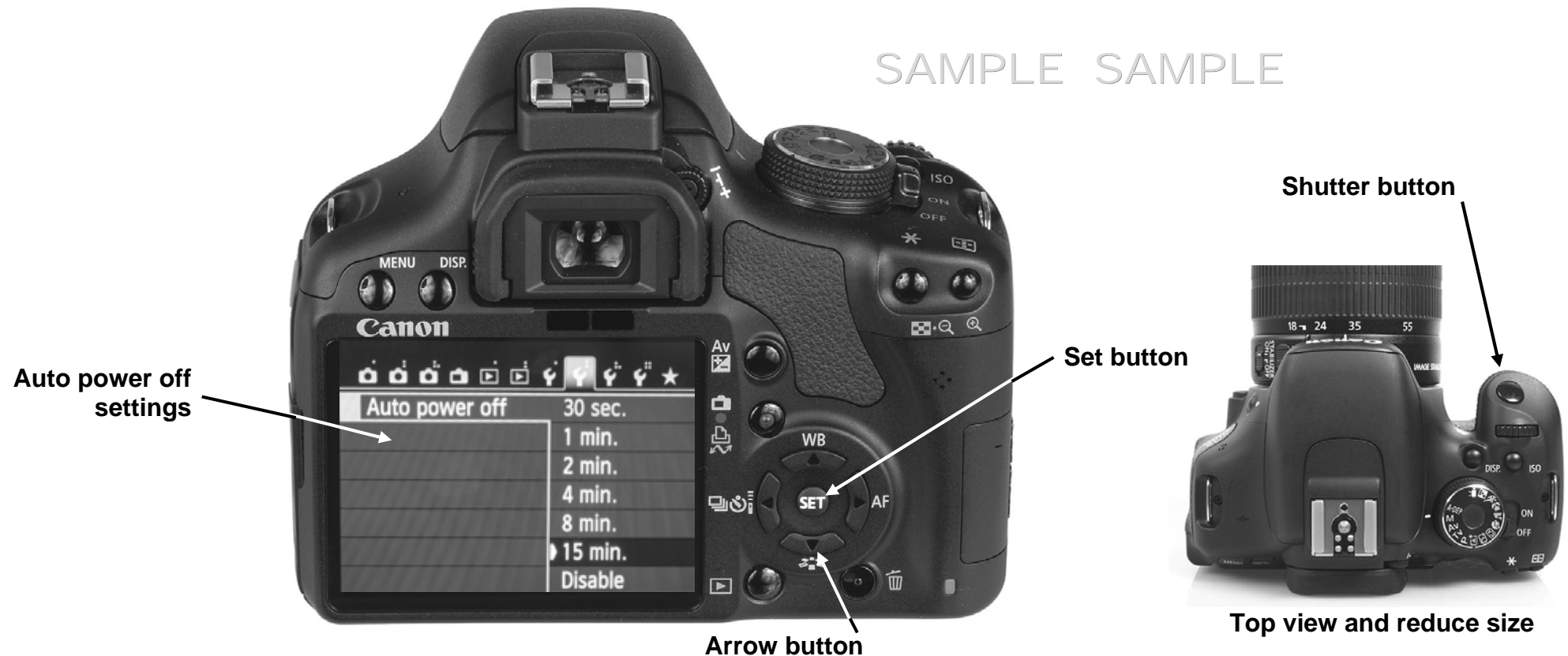




A new menu would appear on the screen on the back of the digital camera. This is where you change the “Auto Power Off” settings.

To change the setting you would tap the **arrow pointing down** on the right side of the camera’s back.

In this example we will set the “Auto Power Off” setting to 15 minutes by tapping the arrow pointing down on the right side of the camera’s back. When it got to the line “15 minutes” we would then tap the “Set” button. To “wake up” the camera you simply tap the “Shutter” button once and the power returns.



**Learning  
Activity**

## Task

**LEARNING ACTIVITY FIVE**

To successfully complete this unit you are required to demonstrate your ability to make adjustments to the power management settings on a digital device.

In this Section we looked at the power management settings that could be adjusted on Smartphones, tablets and digital cameras.

Using either a Smartphone or a tablet, demonstrate in front of your teacher or trainer your ability to adjust the power management settings in either a Smartphone or a tablet.

If you are performing this activity at work then have your employer or supervisor observe you doing this activity. Please note that the person observing you at work must be able to do this activity in order to know you have successfully completed this activity. Also it is likely that your employer will need to provide evidence that you have performed this activity successfully.

Your teacher or trainer will inform you and your employer or supervisor as to what evidence is required.

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# Section Two

## Set up and Use the Digital Device

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# USE DIGITAL DEVICES

## SECTION TWO—SET UP AND USE THE DIGITAL DEVICE

### INTRODUCTION

The following section is somewhat of a review that Section One went through. However, in addition to what you learned in Section One, we will look at the screen icons and how you can add more screen icons and move them around the screen of the digital device.

We also look at some advanced features of a Smartphone and tablets.

### SECTION LEARNING OBJECTIVES

At the completion of this section you will learn information relating to:

- ☆ Identifying and setting the basic operating, security and menu settings
- ☆ Navigating and manipulating the screen environment
- ☆ Customising screen icons and access to applications where applicable
- ☆ Using the digital device, and saving and editing output where applicable
- ☆ Identifying more advanced features available and using as required



**IDENTIFY AND SET THE BASIC OPERATING, SECURITY AND MENU SETTINGS**  
**AND**  
**NAVIGATE AND MANIPULATE THE SCREEN ENVIRONMENT**  
**AND**  
**CUSTOMISE SCREEN ICONS AND ACCESS TO APPLICATIONS WHERE APPLICABLE**

*(Over the next few pages we cover three 'Performance Criteria' points at the same time to avoid repetition)*



In Section One we went into some detail on the basic settings of Smartphones, tablets and digital cameras. This included understanding and using device access procedures, using menus to adjust or alter settings, setting up security settings as well as setting or adjusting power management settings.

Menus are a key part of all digital devices. Not only are they used to locate and adjust or alter settings, but they are also used to locate and access applications that are installed on the digital device.

Over the next few pages we will be going through some details on how to set up and use a digital device and this will include using the menus on the devices.

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In the last section we reviewed how to make adjustments on the digital device's screen environment and this was basic brightness settings and wallpaper (background changes).

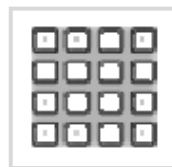
There were also automatic screen adjustments in Smartphones and tablets. One main one was the automatic screen rotation feature, where you can view the screen of a Smartphone or a tablet in either "Portrait" or "Landscape" orientation.

On Smartphones and on tablets the screen displays a significant amount of information that are represented as icons. Icons are small images or graphical links that when tapped, take you to the applications installed on the device.

New Smartphones and tablets have the basic icons displayed on the "Home Screen". These are different depending whether the device is an Apple device, or an Android device.

Below are examples of those basic icons and how they differ between the two types.

### Android



App Finder



Phone



Messages



Settings



### Apple

## ADDING ICONS ON A SMARTPHONE

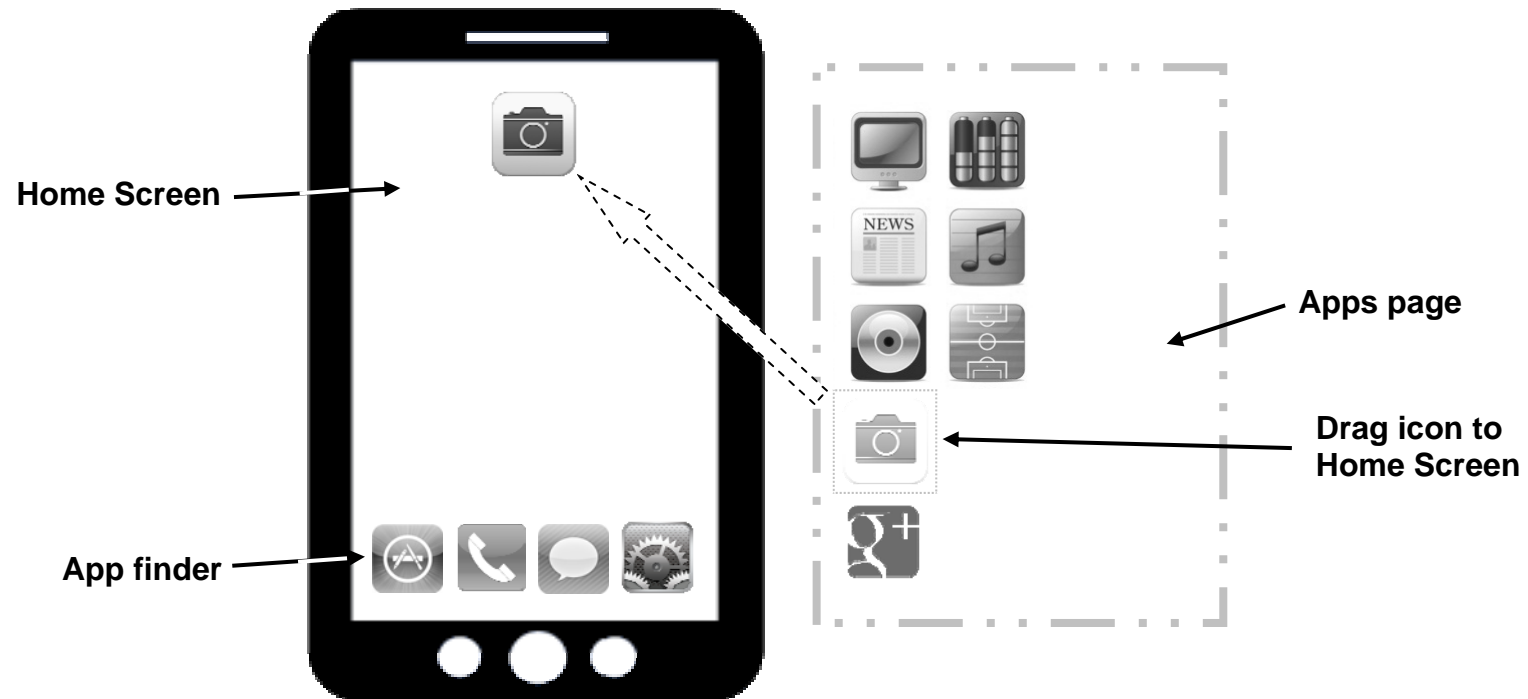
The icons people usually add to their “Home Screen” are “Apps” they would often use.

For example you may use the camera on your Smartphone a lot. So instead of trying to find the camera “App”, you could put the “Camera Icon” on the “Home Screen”. You tap the camera icon and the Smartphone becomes a digital camera.

Or you may use “Google App” a lot, so you could add the “Google App” icon to your “Home Screen”. You tap the Google icon and you now can use the Smartphone to search the Internet.

To add “Apps” icons on an **Apple iPhone**, you first find the “App” using the “Apps Finder”. You leave the “Home Screen” and are taken to the “Apps” page and here are all the “Apps” icons installed on the device. The app (or application must first be installed on the device).

So let’s say you want to put the “Camera App” icon on to the “Home Screen”. To do this you put your finger on the “Camera App” icon and hold down. Then slowly move your finger to the left and watch for the “Home Screen” to appear again. When the “Home Screen” appears again, let go of the “Camera App” icon. The “Camera App” icon will now be on the “Home Screen”.

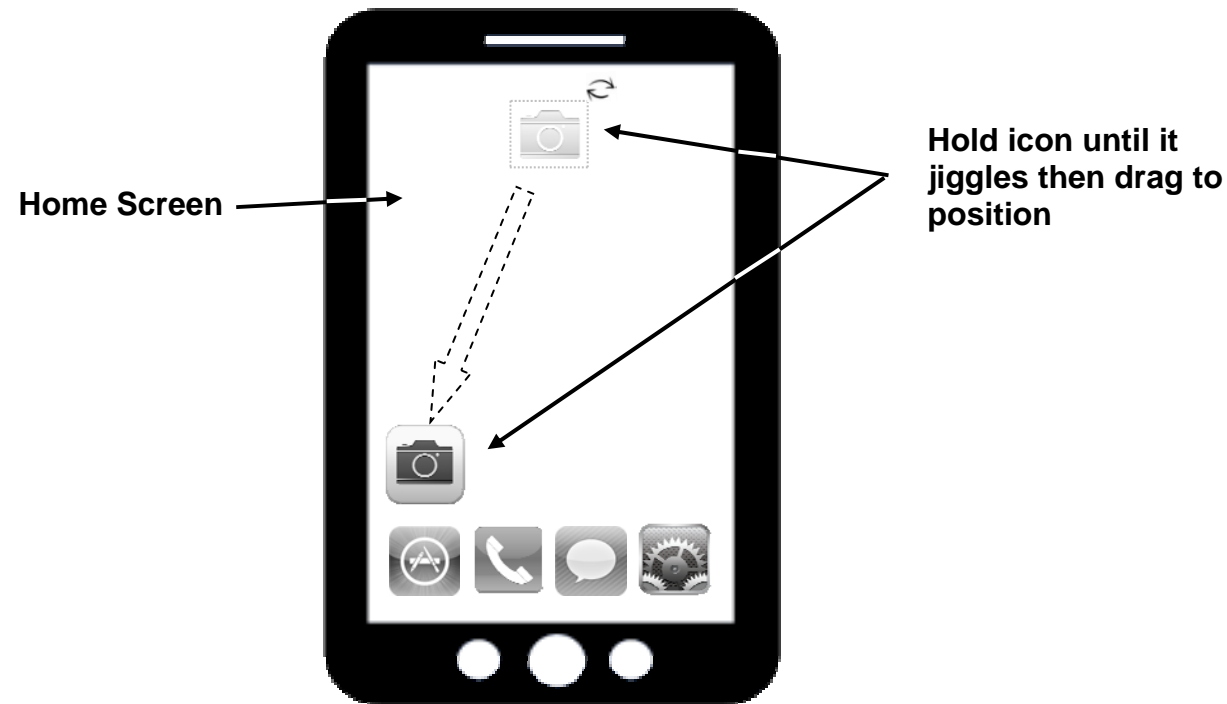


You can also move icons on the “Home Screen”. To do this, you put your finger on the icon and hold down.

It will start to ‘jiggle’.

When this happens ‘drag’ the icon to the place on the “Home Screen” you want it, then let go.

You can put as many icons on the “Home Screen” as you want and you can move them around anywhere on the “Home Screen” you want.

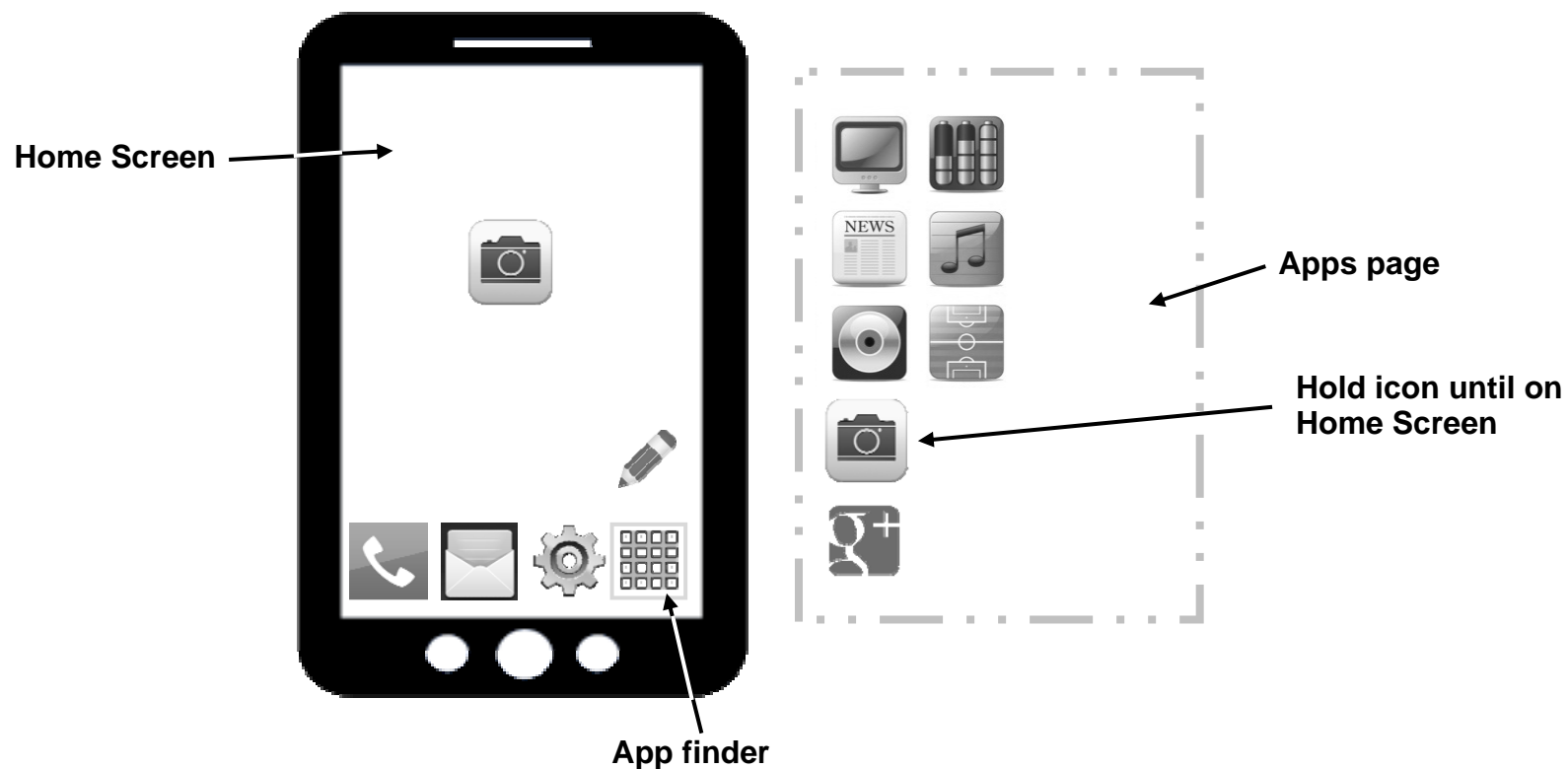


If you have an “**Android**” **Smartphone**, you can also add and move “App” icons on the “Home Screen”.

To add “Apps” icons on an “Android” Smartphone, you first find the “App” using the “Apps Finder”. You leave the “Home Screen” and are taken to the “Apps” page and here are all the “Apps” icons installed on the device. The app (or application must first be installed on the device).

You want to put the “Camera App” icon on to the “Home Screen”. To do this you put your finger on the “Camera App” icon and hold down.

In a moment the “Home Screen” will appear and the “Camera App” icon will be on the “Home Screen”.

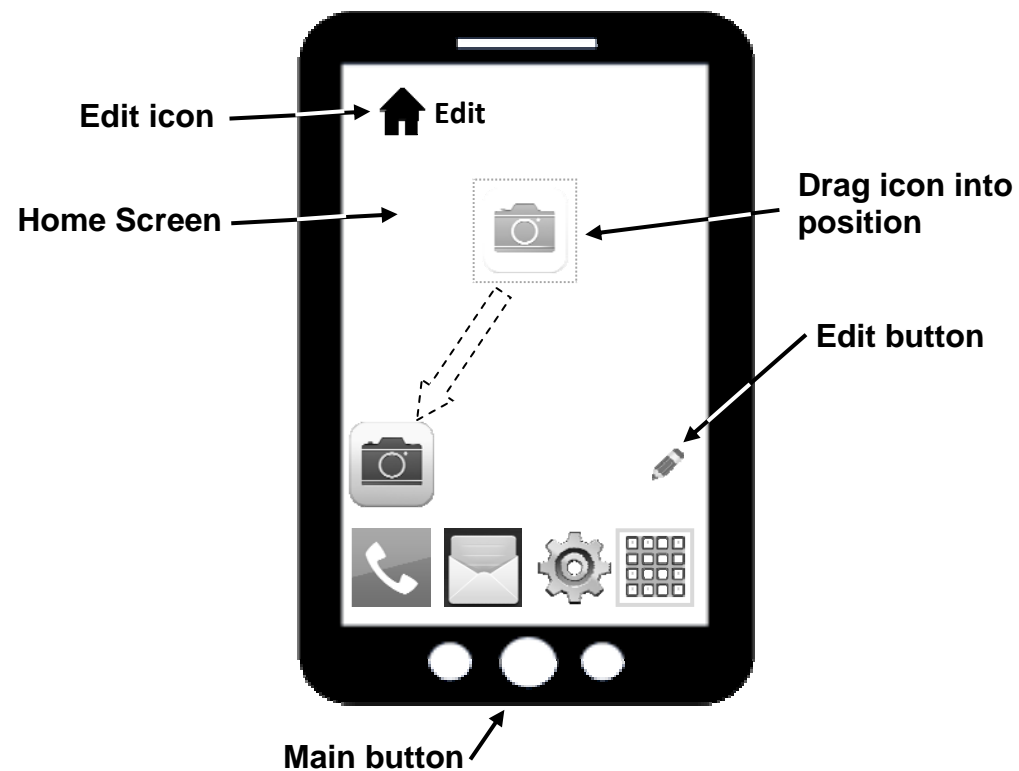


To move “App” icons on the “Home Screen” you tap the “Edit” icon on the “Home Screen”. The “Edit” icon looks like a small pencil.

At the top of the “Home Screen” it will say “Edit” with a “House” icon beside it. This means you are about to edit or change the “Home Screen”.

Now place your finger on the “App” icon and drag to where you want it to be on the “Home Screen”.

When you are finished you tap the main Smartphone button and this ends “Edit”.





## ADDING ICONS ON A TABLET

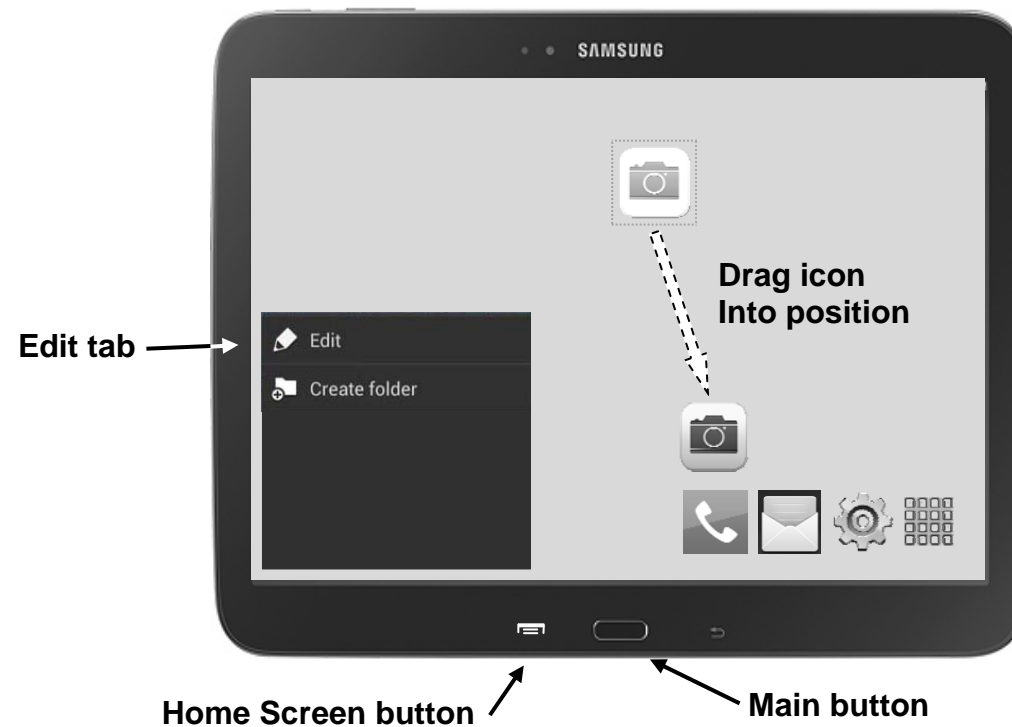
The method of adding icons on an Apple iPad and on an Android tablet are exactly the same steps as those you would use when you were adding icons on an Apple iPhone and on an Android Smartphone.

To move an icon on a Apple iPad is also the same steps as those you would use when moving icons on an Apple iPhone.

To move icons on an Android tablet is slightly different than the steps used to move icons on an Android Smartphone.

To move “App” icons on the Android “Home Screen” you tap the “Home Screen” menu button on the tablet. It is next to the main button on the tablet.

A new menu will appear on the screen and you tap the word “Edit” with your finger. Now place your finger on the “App” icon and drag to the place you want it on the “Home Screen”. When you are finished, you tap the main tablet button and this ends “Edit”.



**Learning  
Activity**

## Task

**LEARNING ACTIVITY ONE**

To successfully complete this unit you are required to demonstrate your ability to add and move application icons on a digital device.

Using either a Smartphone or a tablet, demonstrate in front of your teacher or trainer your ability to add and move icons on a Smartphone or a tablet.

If you are performing this activity at work then have your employer or supervisor observe you doing this activity. Please note that the person observing you at work must be able to do this activity in order to know you have successfully completed this activity. Also it is likely that your employer will need to provide evidence that you have performed this activity successfully.

Your teacher or trainer will inform you and your employer or supervisor as to what evidence is required.



## USE THE DIGITAL DEVICE, AND SAVE AND EDIT OUTPUT WHERE APPLICABLE AND IDENTIFY MORE ADVANCED FEATURES AVAILABLE AND USE AS REQUIRED

*(Over the next few pages we cover two 'Performance Criteria' points at the same time to avoid repetition)*

On the previous pages we learned how to add and move application (apps) icons on your digital device. We know that these icons are like shortcuts or links to applications that are installed on the device.

So to use the applications on the device you would simply tap the icon and the application would be launched and ready to use.

There are applications of devices that create files that should be saved.

For example in Smartphones and tablets there is a camera function and these pictures are saved into a folder on the Smartphone or tablet. The camera function often has features where the picture taken can be edited, or there are apps that can be bought and downloaded onto the device that are photographic editing tools.

Other applications on digital devices especially tablets are those such as word processing applications, spreadsheet applications and presentation applications such as PowerPoint.

These can be saved on folders on the tablets and edited as required. Later in these training materials we will learn how to save, retrieve, move and save information on digital devices as well as printing information as required.

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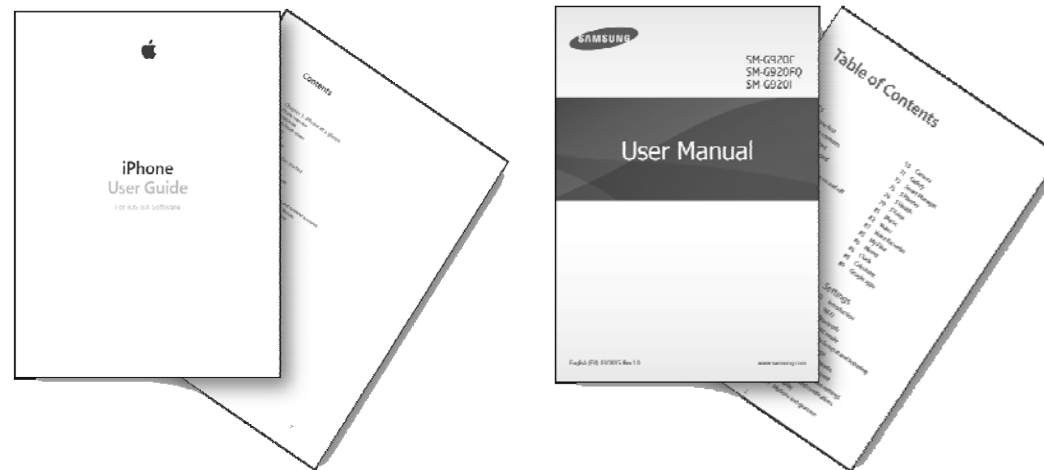
SAMPLE SAMPLE

## ADVANCED FEATURES OF DIGITAL DEVICES

There are many, many advanced features of digital devices, far too many to describe in these training materials.

As newer models of Smartphones, tablets and cameras are released, even more advanced features are available.

The best source to find out and learn more about advanced features of digital devices is the owner or user's manuals.



Other advanced features are those that are installed as applications. These often include:

- ☆ E-book readers
- ☆ Photo editing
- ☆ Streaming apps
- ☆ Office apps
- ☆ GPS function

One advanced feature however is worth learning about and that is device “Tethering”.

The word “Tethering” means to connect a digital device to another digital device and use both together at the same time.

The most common “tethering” is between a tablet or a Smartphone and a PC Laptop.

When you “Tether” a tablet or a Smartphone to a PC Laptop, the PC Laptop uses the tablet or Smartphone to access the Internet.

To “Tether” an **Apple iPad** tablet to a PC Laptop, you **first** need to connect the tablet to the PC Laptop. This is done using the USB cable that came with the tablet.

To turn on the “Tethering Advance Feature” on an Apple iPad you tap the “Settings” icon on the “Home Screen”. The “Settings” menu will appear. Tap the line that says “General” with your finger. A new screen will appear. Tap the line that says “Network” with your finger.



A new screen will appear. Tap the line that says “Personal Hotspot” with your finger. A new screen will appear.

At the top of this screen you need to turn the “Personal Hotspot” feature ‘ON’. To do this you put your finger on the dot and slide it to the right.

Now you go to the bottom on this screen and tap on the line that says “To Connect Using USB” with your finger. A new box will appear. At the bottom of this box you tap on the line that says “USB only” with your finger. Your PC Laptop is now connected to the Internet using your iPad tablet as the connection.



You can also “Tether” with an “**Android” type tablet** such as a Samsung. To do this you **first** need to connect the tablet to the PC Laptop. This is done using the USB cable that came with the tablet.

To use the “Tethering Advance Feature” on an Android tablet you need to go to the “Home Screen” and tap the “Settings” icon on the “Home Screen” with your finger. On the “Settings” menu you tap the line that says “Wireless and Networks” and then you tap the line that says “Tethering and personal hotspot” with your finger.

Wireless and networks



Tethering and  
portable hotspot

Settings button

A new screen will appear. There is a line called “USB Tethering” and there is a small box at the end of this line.

You would tap this small box and then a small “checkmark” would appear in this small box.

In a second or two under the line that says “USB Tethering” it will say “Tethered”.

This means that your PC Laptop is now connected to the Internet using your Android tablet as the connection.





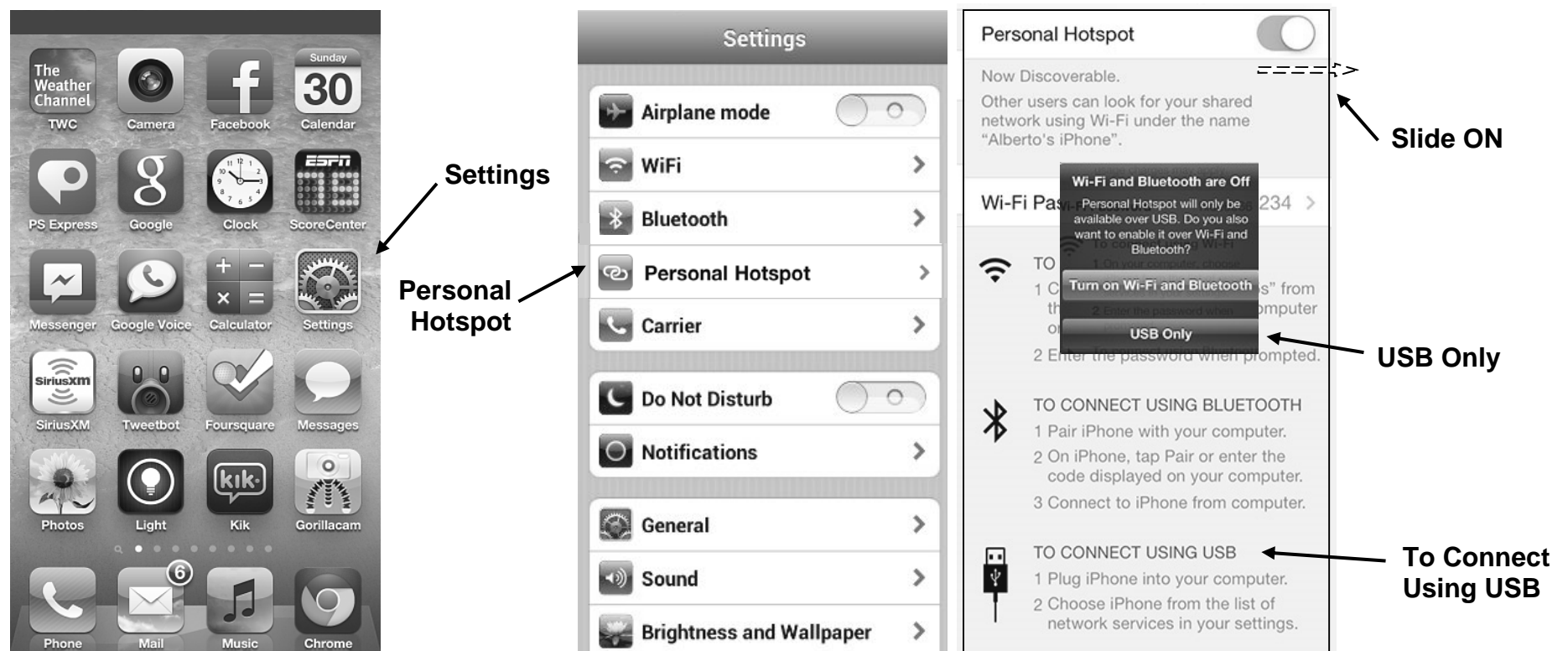
You can also tether a Smartphone to a PC Laptop. To “Tether” an **Apple iPhone** to a PC Laptop, you **first** need to connect the Smartphone to the PC Laptop. This is done by using the USB cable that came with the iPhone.

To turn on the “Tethering Advance Feature” on an Apple iPhone you tap the “Settings” icon on the “Home Screen”. The “Settings” menu will appear and you would tap the line that says “Personal Hotspot”.

A new screen will appear. At the top of this screen you need to turn the “Personal Hotspot” feature on by sliding the button to the right. Now you go to the bottom on this screen and tap on the line that says “To Connect Using USB” with your finger.

A new box will appear. At the bottom of this box you tap on the line that says “USB only” with your finger.

Your PC Laptop is now connected to the Internet using your iPhone as the connection.



You can also “Tether” with an **“Android” type Smartphone** such as a Samsung. To do this you **first** need to connect the Smartphone to the PC Laptop. This is done using the USB cable that came with the Smartphone.

To use the “Tethering Advance Feature” on an Android Smartphone you need to go to the “Home Screen” and tap the “Apps” icon on the “Home Screen” with your finger.

A new window will appear and you tap on the “Settings” icon on this screen. The “Settings” menu will appear. You tap the line that says “Tethering and Wi-Fi”.

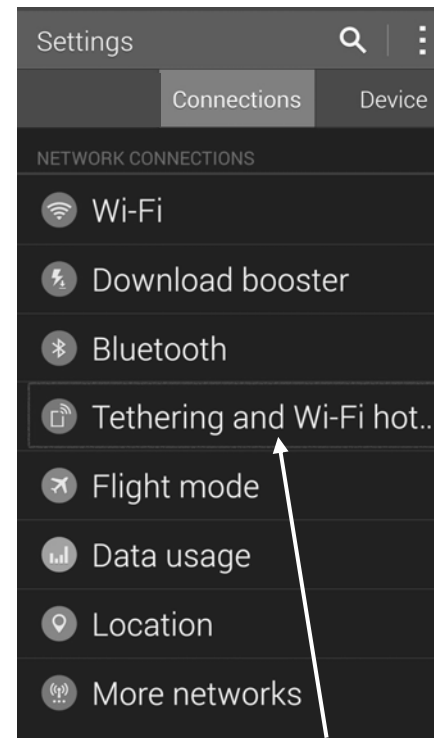
A new screen will appear. You tap the line that says “USB Tethering” with your finger. A ‘checkmark’ will appear. In a second or two under the line that says “USB Tethering” it will say “Tethered”. This means that your PC Laptop is now connected to the Internet using your Smartphone as the connection.



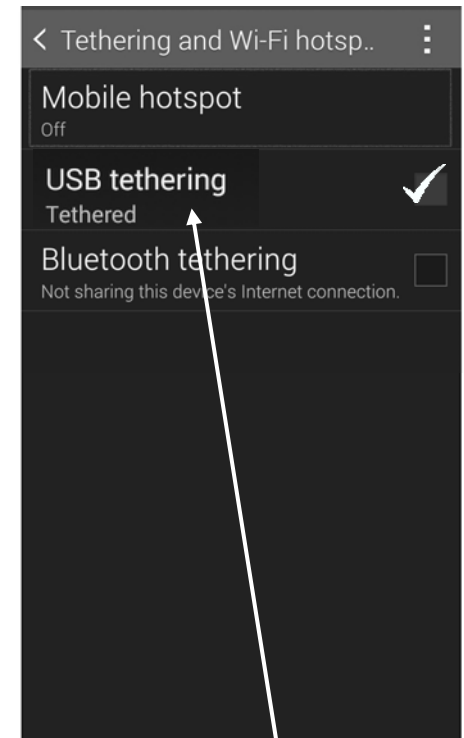
Apps



Settings



Tethering and Wi-Fi



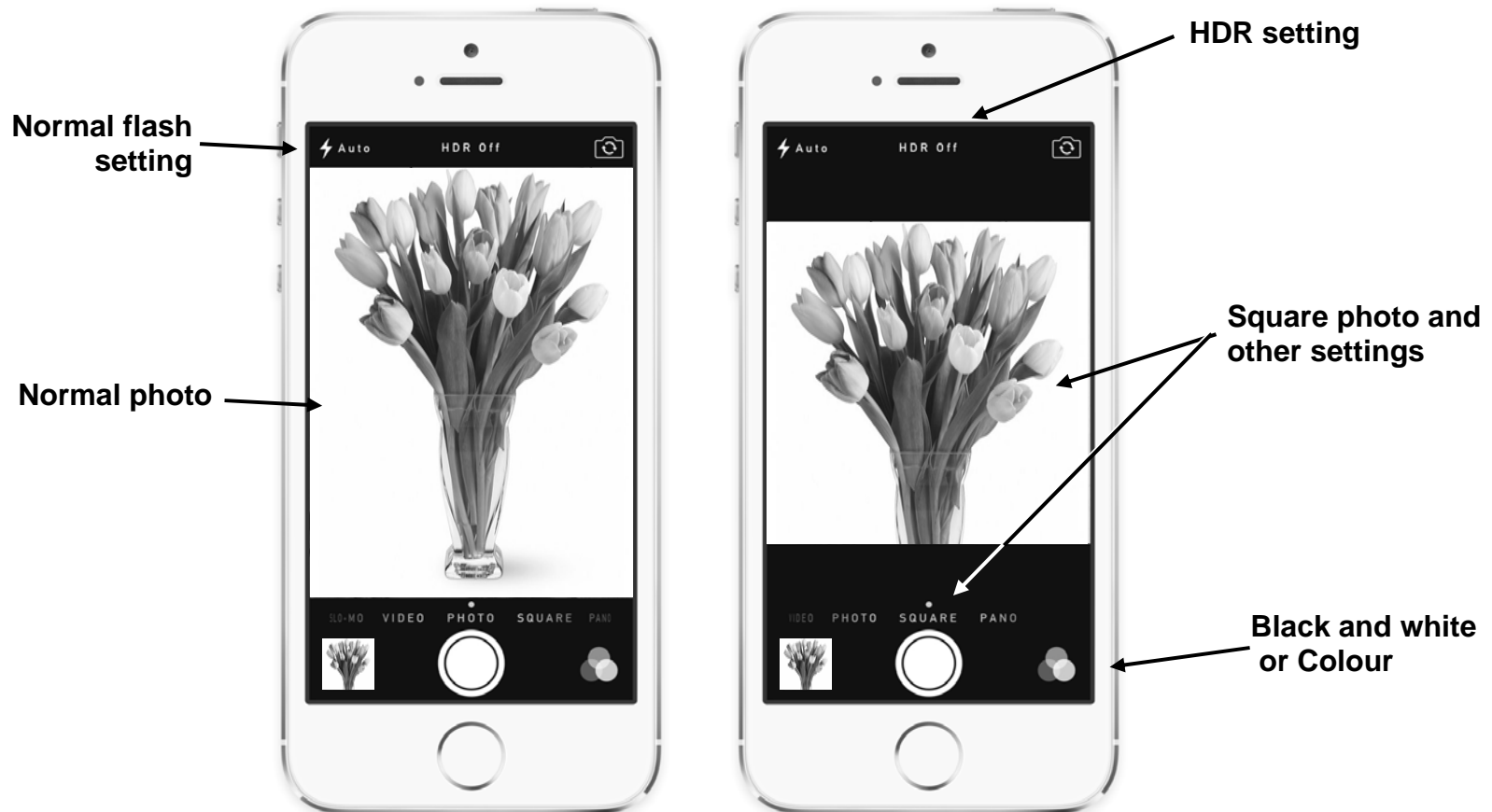
USB Tethering

## ADVANCED CAMERA SETTINGS ON SMARTPHONES

An **Apple iPhone** has several camera “Advanced Features” available. For example, there are several ways you can take the picture. There is the “Normal” way or you can make the picture you take “Square”.

You can take a colour picture and make it “Black and White” using this same “Advanced Feature”. The camera has an “Advanced Feature” where if it is too dark, it will use a “Flash”.

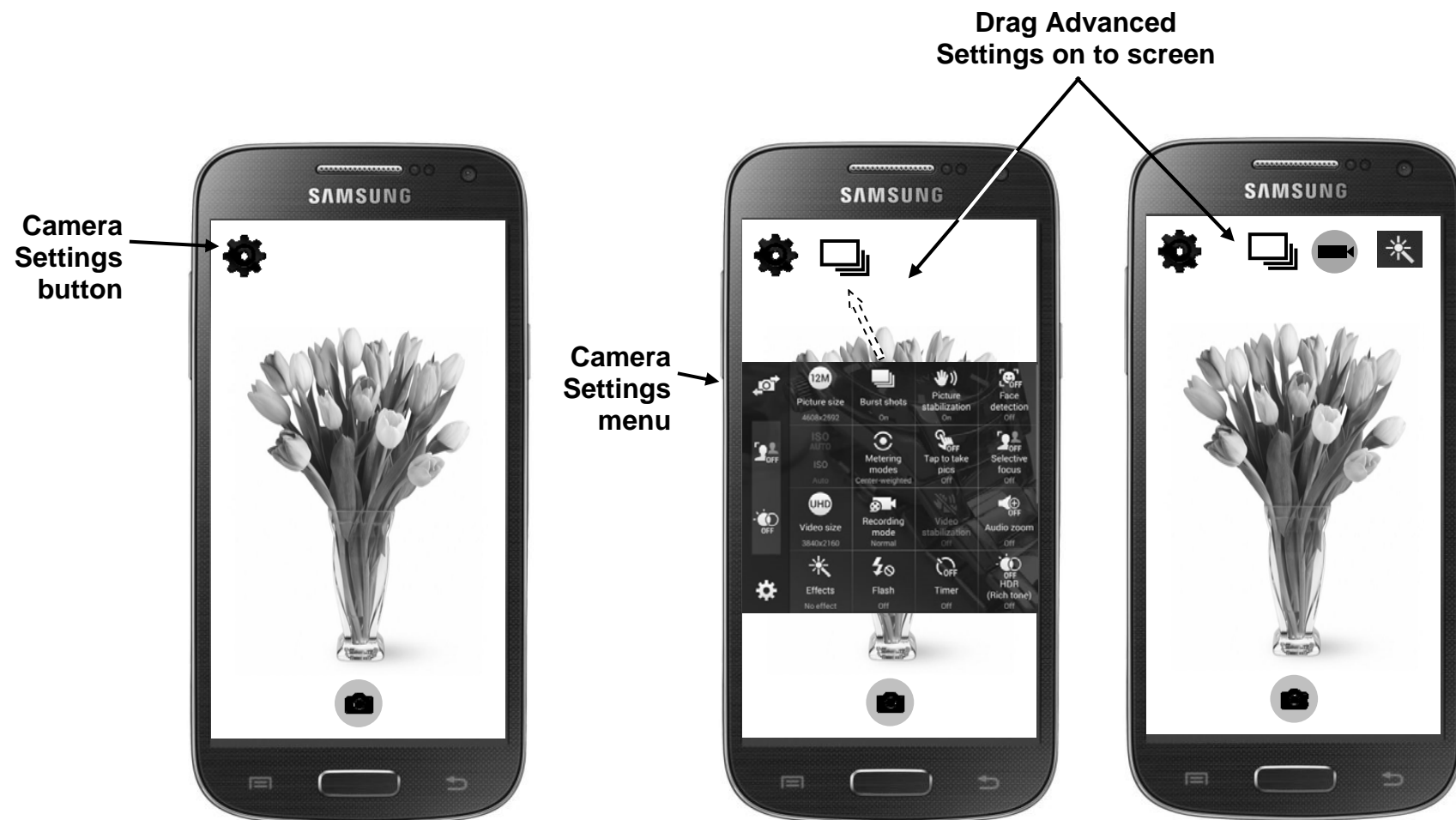
If you were at a music concert, the camera “Flash” would not be useful. So the “HDR Advanced Feature” is used to take pictures where a “Flash” would not work.



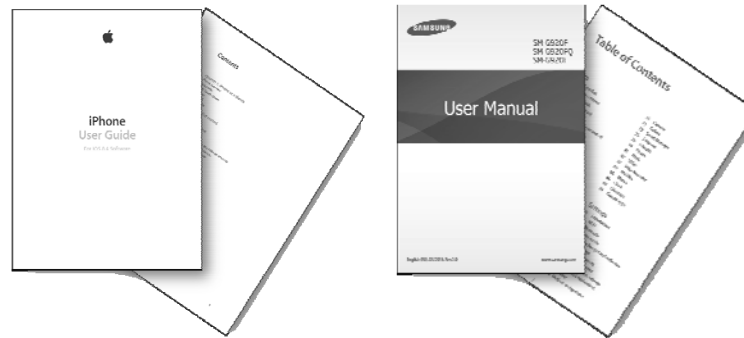
On an **“Android” Smartphone** such as a Samsung, there are many camera “Advanced Features”. When you have turned on the Smartphone camera, you will see a “Settings” icon in the right corner.

When you tap the “Settings” icon, a “Settings” menu would appear on the screen. You can now choose some camera “Advanced Feature” settings and put them on the camera screen. To do this you put your finger on the “Advanced Feature” setting you want and hold down.

Then drag the setting icon onto the camera screen. The “Advanced Feature” setting you wanted is now on the camera screen.



As we have mentioned earlier, to learn more about advanced features of any digital device simply refer to the device's user or owners manuals.



## DIGITAL CAMERA ADVANCE FEATURES

There are many, many advance features in a digital camera. In fact, there are too many for us to talk about in this section. Most of the advanced features of a digital camera are used by “Professional Photographers”.

To learn more about the advance features of your digital camera or even give them a try, we suggest that you read the “Instruction Manual” that came with the camera.



**Learning  
Activity**

## Task

**LEARNING ACTIVITY TWO**

To successfully complete this unit you are required to demonstrate your ability to locate and use any advanced feature of a digital device.

Using either a Smartphone or a tablet, demonstrate in front of your teacher or trainer your ability to locate an advanced feature on a Smartphone or tablet as well as the use the advanced feature.

If you are performing this activity at work then have your employer or supervisor observe you doing this activity. Please note that the person observing you at work must be able to do this activity in order to know you have successfully completed this activity. Also it is likely that your employer will need to provide evidence that you have performed this activity successfully.

Your teacher or trainer will inform you and your employer or supervisor as to what evidence is required.

# Section Three

## Access and Use Basic Connectivity Devices

SAMPLE SAMPLE

*This is not a complete document.  
SAMPLE ONLY*



# USE DIGITAL DEVICES

## SECTION THREE—ACCESS AND USE BASIC CONNECTIVITY DEVICES

### INTRODUCTION

In this section we look now closer at digital devices that connect to other digital devices. These will include:

- ☆ Printers
- ☆ External storage devices
- ☆ Digital cameras
- ☆ Digital projectors
- ☆ Speakers

### SECTION LEARNING OBJECTIVES

At the completion of this section you will learn information relating to:

- ☆ Connecting to external digital devices, such as computer devices or storage devices, to retrieve, copy, move and save information
- ☆ Checking physical connectivity of computer devices or storage devices to ensure operation and performance
- ☆ Connecting to a printer either through a computer device or directly, and using printer settings and printing data
- ☆ Accessing audio-visual devices to view and playing a multimedia file





**CONNECT TO EXTERNAL DIGITAL DEVICES, SUCH AS COMPUTER DEVICES OR STORAGE DEVICES,  
TO RETRIEVE, COPY, MOVE AND SAVE INFORMATION  
AND  
CHECK PHYSICAL CONNECTIVITY OF COMPUTER DEVICES OR STORAGE DEVICES TO ENSURE  
OPERATION AND PERFORMANCE**

*(Over the next few pages we cover two 'Performance Criteria' points at the same time to avoid repetition)*

Virtually all digital devices can be connected to either a PC and/or an external storage device.

The reason for this is so that the digital device can download its data, information and/or content to save it, to edit it, to copy it and possibly at a later date retrieve it.

We first look at external storage devices and how to connect and download data onto these devices and then we will look at how a digital camera is connected to a PC and how to download photos onto a PC, save the photos and how to do basic editing.

Later in this section we look at other popular digital devices being the printer and the digital projector.

Before we get started, we will look at the what types of connections there are and the differences between them.



SAMPLE

SAMPLE SAMPLE

## TYPES OF DIGITAL DEVICE CONNECTIONS

There are a few different ways of connecting digital devices to desktop PCs and laptops as well as between two or more other devices.

These include:

- ☆ **Cables** – the most common now being cables with USB type connectors
- ☆ **Wireless** – this uses the mobile phone network or a WiFi network
- ☆ **Infrared** – was common for the communication of peripherals with PCs and other devices
- ☆ **Bluetooth** – replacing infrared because it does not require line of sight to work

## PORTS

Ports are basically the parts of a device that cables will be inserted.

The most common ports on desktop PCs and laptops for connecting external digital devices are:

**USB** - stands for Universal Serial Bus and is common on all desktop PCs and laptops

**FireWire** – a brand name of Apple for a high speed serial bus known by the industry standard IEEE1394 interface and is very similar to USB

**HDMI** – stands for High Definition Media Multimedia and is used for transferring high quality uncompressed video data



**Learning  
Activity**

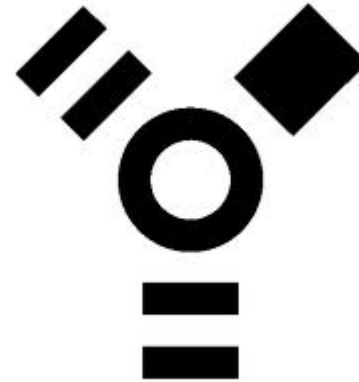
## Question

**LEARNING ACTIVITY ONE**

What do the two symbols below represent?



A



B

**Learning  
Activity**

Question

**LEARNING ACTIVITY TWO**

What does HDMI stand for?

SAMPLE SAMPLE

## CABLES

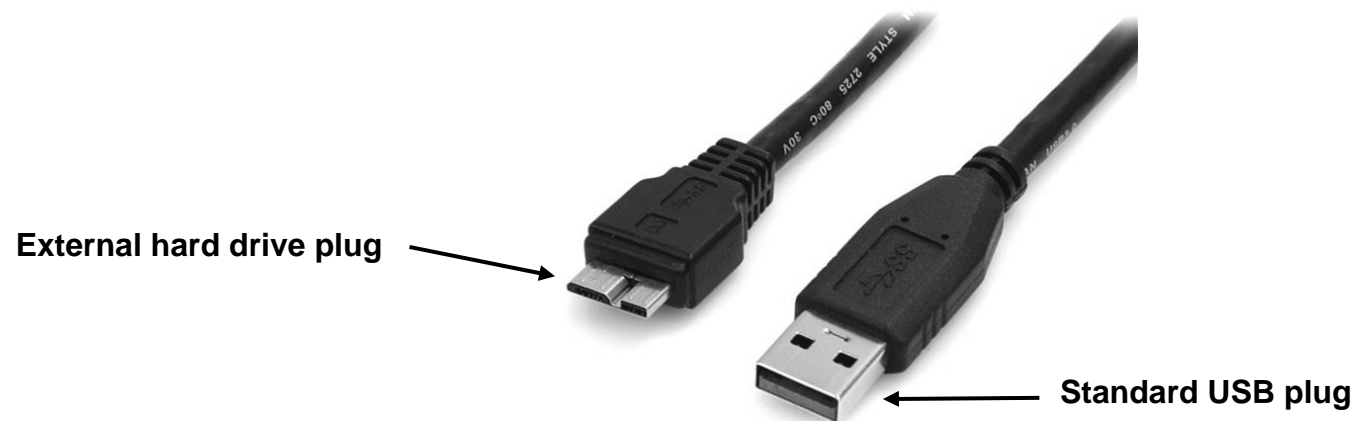
For printers the most common type of cable is the “USB” type. At one end is the “Standard USB Plug”. At the other end is the “USB Printer Plug”.

The “Standard USB Plug” is plugged into the PC and the “USB Printer Plug” is plugged into the printer.



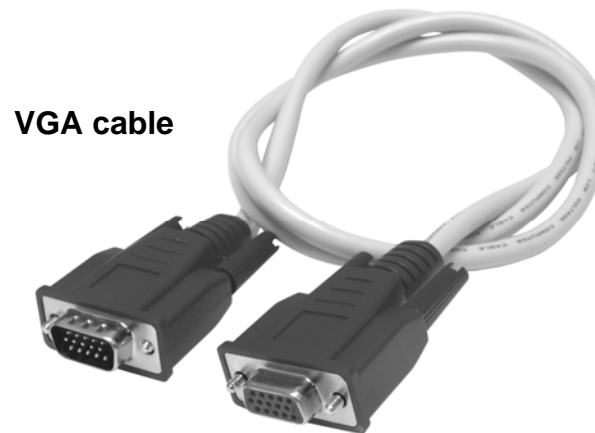
Storage devices such as “External Hard Drives” also use the “USB” type cables. At one end is the “Standard USB Plug”. At the other end is the “USB Hard Drive Plug”. There are several types of the “USB Hard Drive Plugs” depending on the brand of external hard drive you have.

The “Standard USB Plug” is plugged into the PC and the “USB Hard Drive Plug” is plugged into the external hard drive.



'Digital Projectors' use a special type of cable to connect to a PC. This cable is called a "VGA" cable. This is the same type of cable you use to connect a PC to a PC monitor. One end has small pins. The other end has holes.

The ends with the small pins are plugged into the PC and the other end with the holes is plugged into the "Digital Projector".



**VGA cable**

Many PCs will have speakers connected to them. The cables used to connect speakers to a PC are called "RCA" plugs.

There are three plugs per cable. At one end is a mini speaker plug. At the other end are two "RCA" plugs. The mini speaker plug is plugged into the speakers and the "RCA" plugs are plugged into the PC.

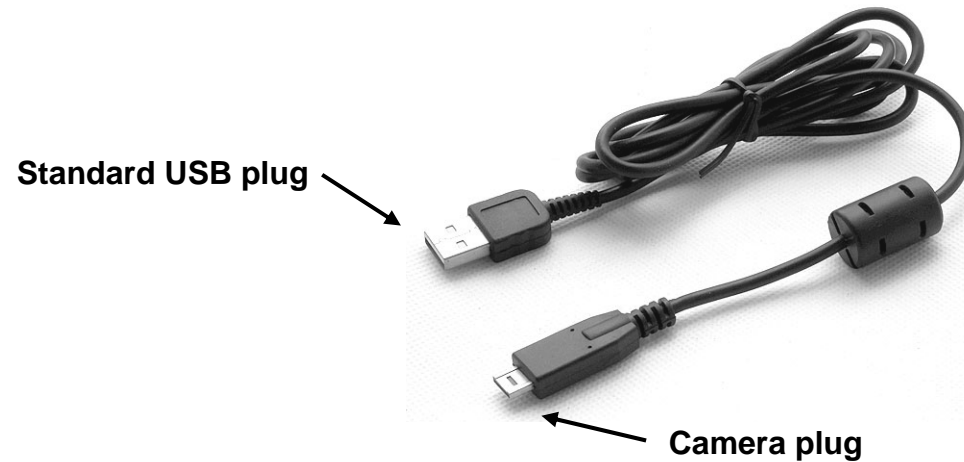


**Speaker plug**

**RCA plugs**

To download photos from a digital camera, the camera needs to be connected to a PC using a USB download cable.

It is a cable that has a small USB plug on one end that goes into the digital camera. On the other end is a normal USB plug that would go into a PC.





## WIRELESS CONNECTIONS

For digital devices the most common wireless connection is Bluetooth. For a Bluetooth connection to operate, both devices must have the Bluetooth application installed.

The most common digital devices that would use Bluetooth connectivity are:

- ☆ Smartphones
- ☆ Tablets
- ☆ Printers
- ☆ Speakers
- ☆ Headsets

If a PC or a PC Laptop does not have Bluetooth capability, a Bluetooth dongle can be used. It is like an aerial that accepts the Bluetooth signal from a device and converts it into a digital language the PC or PC Laptop can use.





To connect a device to another using Bluetooth, both devices must enable the Bluetooth application and then each device will search and locate each others signal. This is called “discovering a Bluetooth device”. Once it has discovered a Bluetooth device it will pair with this device and the connection is made.

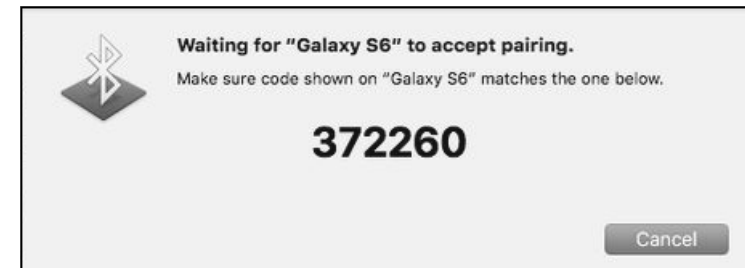
There may be numerous devices that are discovered. In this case you click on the one you wish to connect to. There is also the need to set security levels. Especially when using your Bluetooth enabled device in a public area. When security settings are made, the Bluetooth enabled device will match a “Passkey” that was entered when setting up the Bluetooth device. If the “Passkey” does not match the devices will not connect.

This prevents others you do not know connecting to your device without your knowledge.

Each device has different methods of making Bluetooth connections, so it is advised that you read and follow the instruction of Bluetooth connections in the owner or user’s manuals that came with the device.



### Security Passkey matching



**Learning  
Activity**

## Task

**LEARNING ACTIVITY THREE**

Below are pictures of different types of cables. Tell us what each cable is used for.



1 \_\_\_\_\_ 2 \_\_\_\_\_

3 \_\_\_\_\_ 4 \_\_\_\_\_

5 \_\_\_\_\_

**Learning  
Activity**

## Question

**LEARNING ACTIVITY FOUR**

In this Section we learned about Bluetooth wireless technology. What were the five common digital devices that use Bluetooth connectivity?

- 1 \_\_\_\_\_
- 2 \_\_\_\_\_
- 3 \_\_\_\_\_
- 4 \_\_\_\_\_
- 5 \_\_\_\_\_

SAMPLE SAMPLE

## CONNECTING TO AND USING EXTERNAL STORAGE DEVICES

So when we say “External Storage Devices” we mean storage devices that are not inside the PC. A storage device is a digital device that stores PC files and folders copied from the PC and other digital devices.

The two most common types of ‘storage devices’ are:

- ☆ External hard drive
- ☆ USB memory stick

**External hard drive**



**USB Memory stick**

## CONNECTING AN EXTERNAL HARD DRIVE

An external hard drive is like a hard drive that is inside a PC, except it is used outside of the PC and can be connected and disconnected at anytime.

People mainly use external hard drives for PC Backups. You will learn about “PC Backups” in other sections of these training materials.

An external hard drive stores data or information that are called “PC file and folders”. These “PC file and folders” are copied from the PC hard drive to the external hard drive. Other digital devices can also be connected to external storage devices, however over the next few pages we will focus on how a PC uses an external hard drive.

Before using an external hard drive the device needs to be connected to the PC. This is done using a external hard drive cable, similar to the one we showed you earlier.

An external hard drive also requires power and when you purchase the external hard drive you would not only get the cables, but also a power supply. Some newer models of external hard drives use the power from the PC that is provided through the USB cable. The user or owner’s manuals will be able to tell you how the external hard drive device gets its power to operate.



**External hard cable**



**External hard power supply**



**External hard drive using USB supplied power**

## USING AN EXTERNAL HARD DRIVE ON A WINDOWS PC

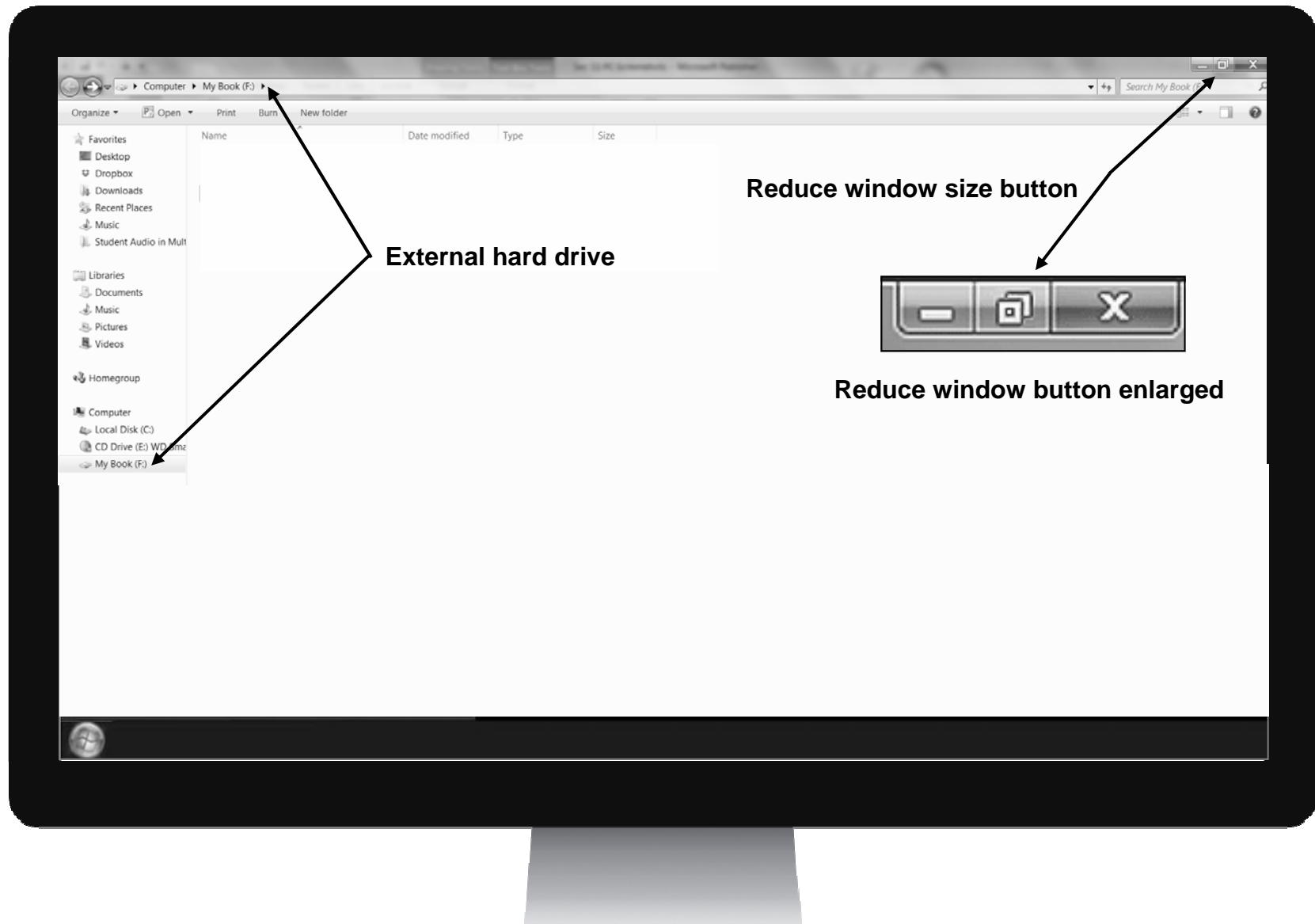
When the external hard drive is connected to a Windows PC, the PC and the external hard drive start to talk to each other.

A new window would appear on the PC monitor. To get inside the external hard drive you would click on the line that says “Open folder to view files”.

Open folder...



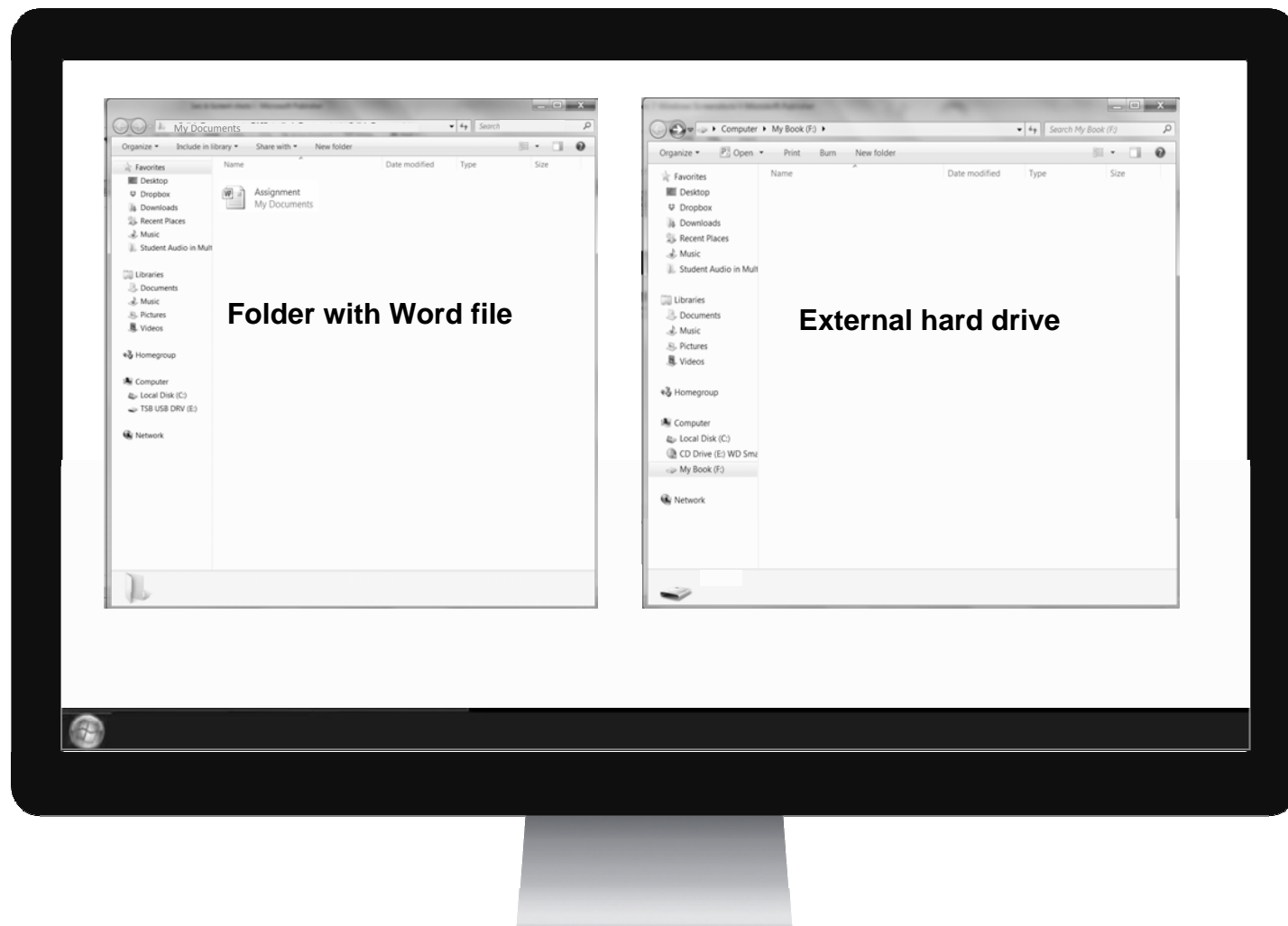
A new window will appear and this will show that you are now inside the PC External Hard Drive called “My Book (F)”. The window is empty, which means the PC External Hard Drive is empty. The first step is to make this window smaller. To do this click on the two small boxes in the top right corner. This reduces the window size.



SAMPLE SAMPLE

The window has now become smaller. We are going to save a Word document on to the external hard drive so you need to locate your Word document file. We are using an example of a Word file called “Assignments”.

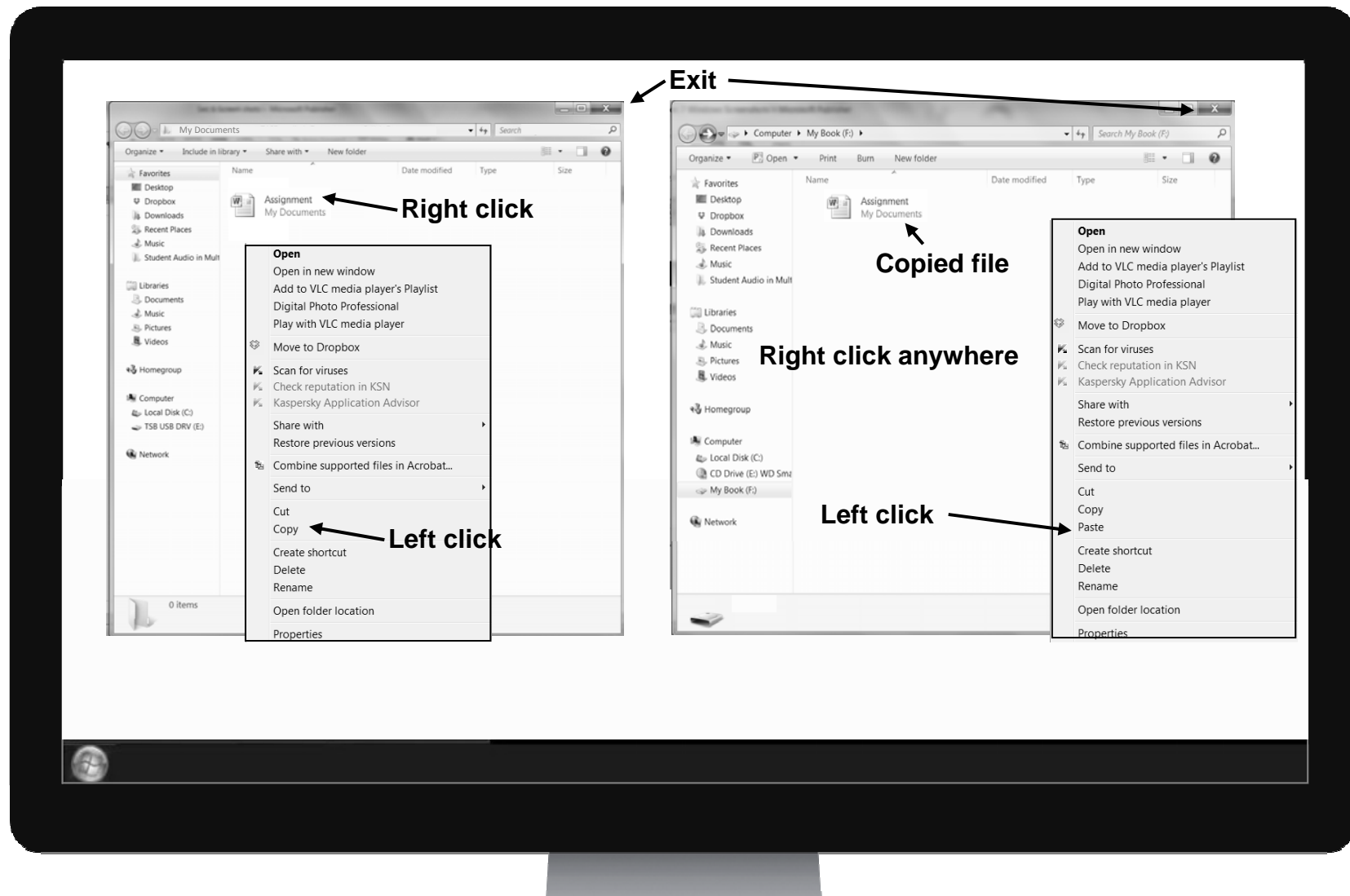
You click once to open the folder that contains the “Assignments” file. It will also need to be made smaller just like we did to the PC External Hard Drive window. Now you will have both the PC External Hard Drive and the folder with the “Assignments” file on your PC screen.





We will now make a copy of the “Assignments” file and put the copy onto the PC External Hard Drive. To do this you **right click** on the “Assignments” file icon and a new window appears. You click “Copy” with your **left** mouse button.

Then you move to the external hard drive window and again **right click**. In the new window you click on “Paste” with the **left** button. The “Assignments” file has now been copied to the external hard drive. You exit both windows by clicking on the “X”s and then you can disconnect the external hard drive.



## USING AN EXTERNAL HARD DRIVE ON A MAC PC

To start you connect the external hard drive to the MAC PC using the cables and connecting the power source that came with the external hard drive. In a few seconds an icon will appear on the MAC PC Desktop that looks like a small hard drive and has External HD. This tells you the PC External Hard Drive is ready to use. It also appears on the side bar below the small MAC Hard drive icon.

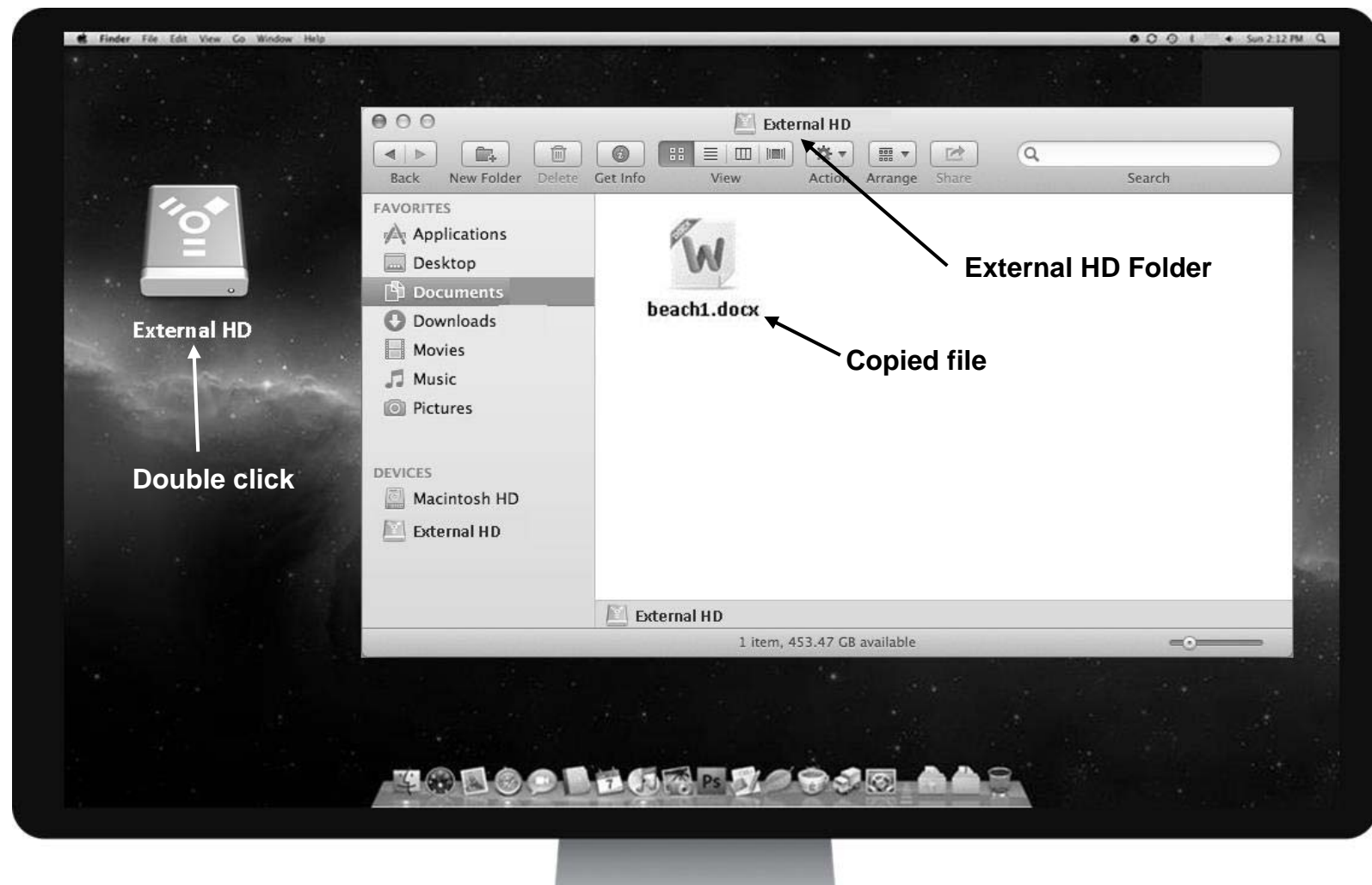
Now go to the “Documents” file folder. We are going to copy the “Beach1” file. You click once and hold down the mouse button. The “Beach1” file icon will turn blue.

Keep holding down the mouse button and drag the “Beach1” file icon toward the “External HD” icon. When the “Beach1” file icon touches the “External HD” icon the “External HD” folder icon will also turn blue. Let go of the mouse button.



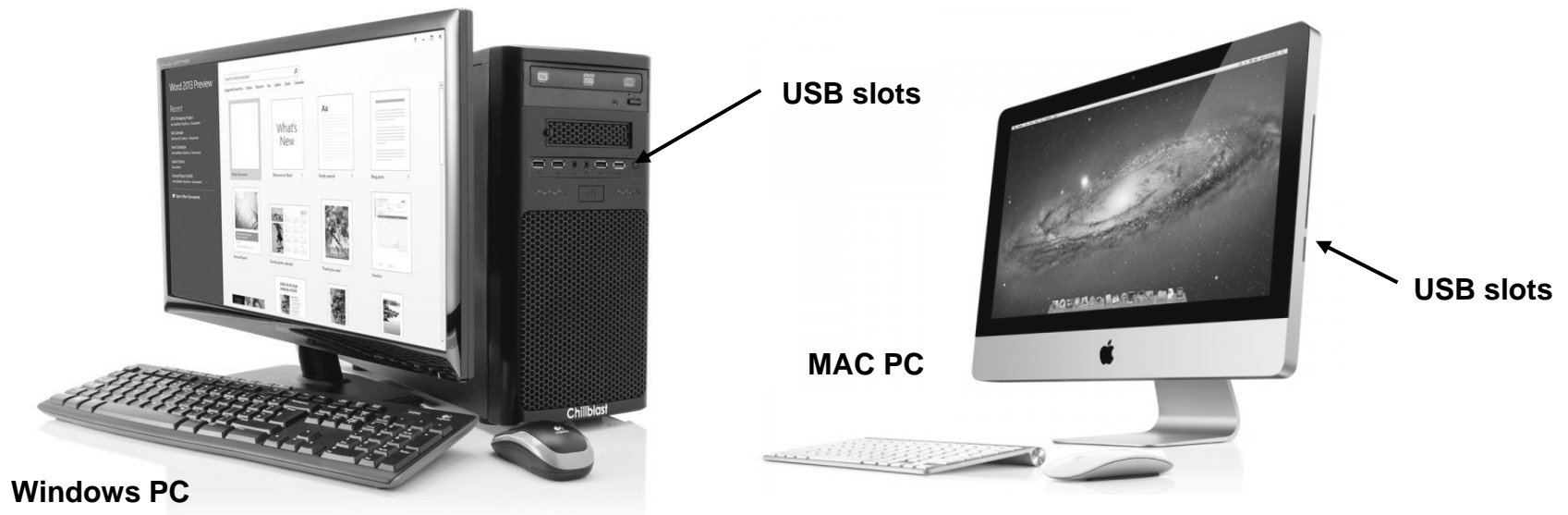
A copy of “Beach1” file will now be in PC External Hard Drive. To check to make sure it is on the PC External Hard Drive, you **double click** on the “External HD” icon.

A new window appears and the shows what is on the PC External Hard Drive, in this example that is the “Beach1” file. This method is called “Drag and Drop”.



## USING A USB MEMORY STICK ON A WINDOWS PC AND A MAC PC.

A “USB Memory Stick” is commonly used as an external storage device. To start you insert the USB Memory Stick into a USB slot. Generally there are two or more USB slots in the front of a Windows PC (on a laptop they are usually on the side). On a MAC PC, the USB slots are generally on the side of the main monitor or on the sides of a MAC laptop.



Once you insert the USB memory stick into the PC, it is recognised by the PC as an external storage device.

The steps to copy files and/or folder to a USB memory stick are exactly the same as if you were using an external hard drive.

Once a file or folder is on an external storage device, it can be retrieved and re-opened and edited or moved again and save somewhere else.

## DIGITAL CAMERA DOWNLOADS

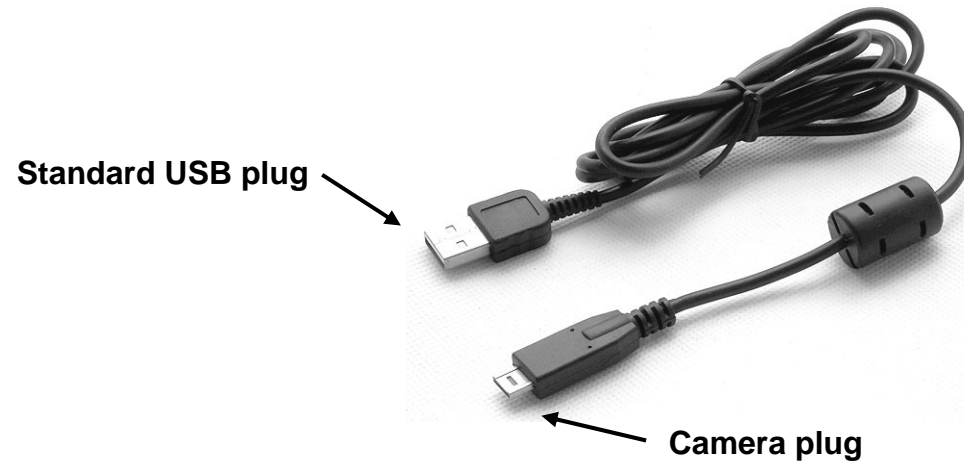
We learned earlier that a digital camera has a small storage device called a “Memory Card”. This card is used by the camera to store all the photos it takes, however, there is not much you can do with these photos until they are copied off this card onto a PC.

This is called a “Download” or file transfer. When you first purchase a digital camera it will come with an application software CD or DVD that needs to be installed on the PC. This is because the digital camera is an external device that the PC would not recognise when it was connected to it.

Also, this software assists in sorting and editing photos that are downloaded or transferred from the memory card.



The next item the PC and digital camera needs is the download cable. One end of this cable is a standard USB plug and the other end it is a digital camera plug.



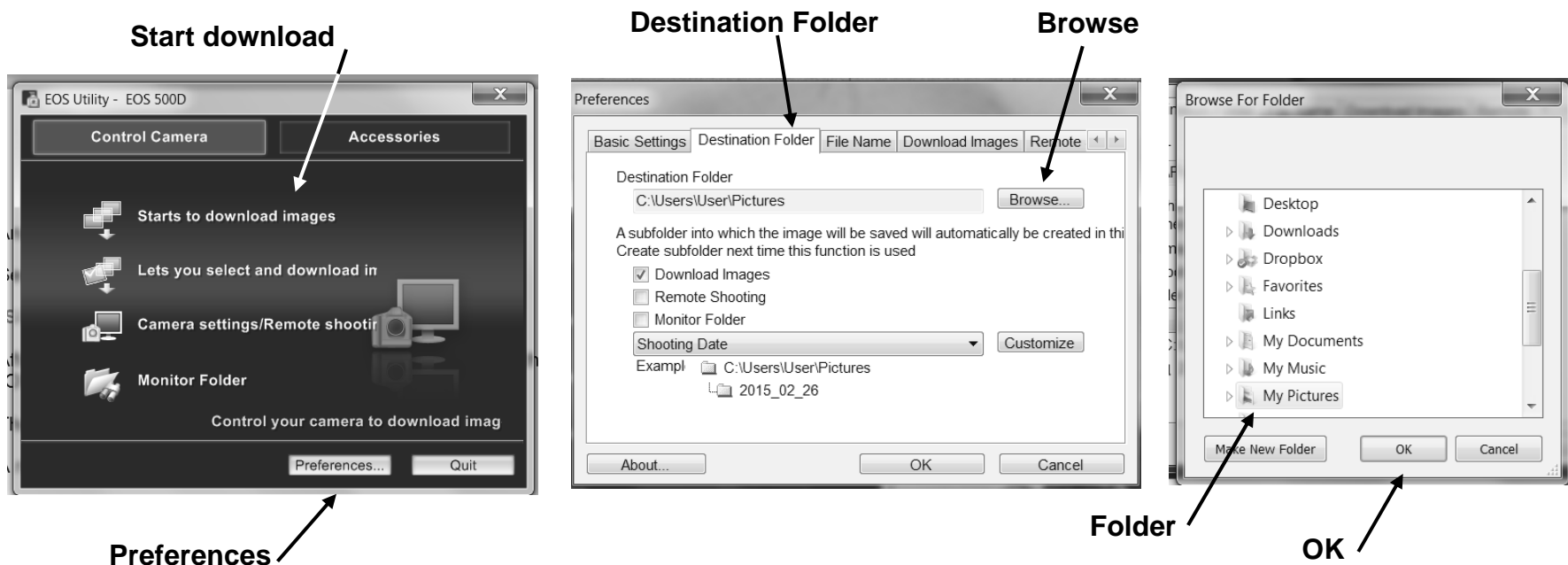
To start the download process you connect the digital camera to the PC and then turn the camera “ON”.

The digital camera and the PC are now connected together and you will see a new window appear.

At this point you need to choose which 'folder' you want the digital camera to send the pictures to. Generally, Windows PCs and MAC PCs have "Picture" folders. To make sure the digital camera sends the pictures to the "Picture" folder on the PC you need to tell the digital camera.

In this example, you would click on the button called "Preferences" and a new window would appear. You would then click on the button called "Destination Folder". You need to choose what folder you want to store the pictures in on your PC, so you would click on "Browse" and the on then new window select the folder you want to save the photos to (in this example it is "Pictures") then click "OK".

Next you would click on "Starts to Download images".

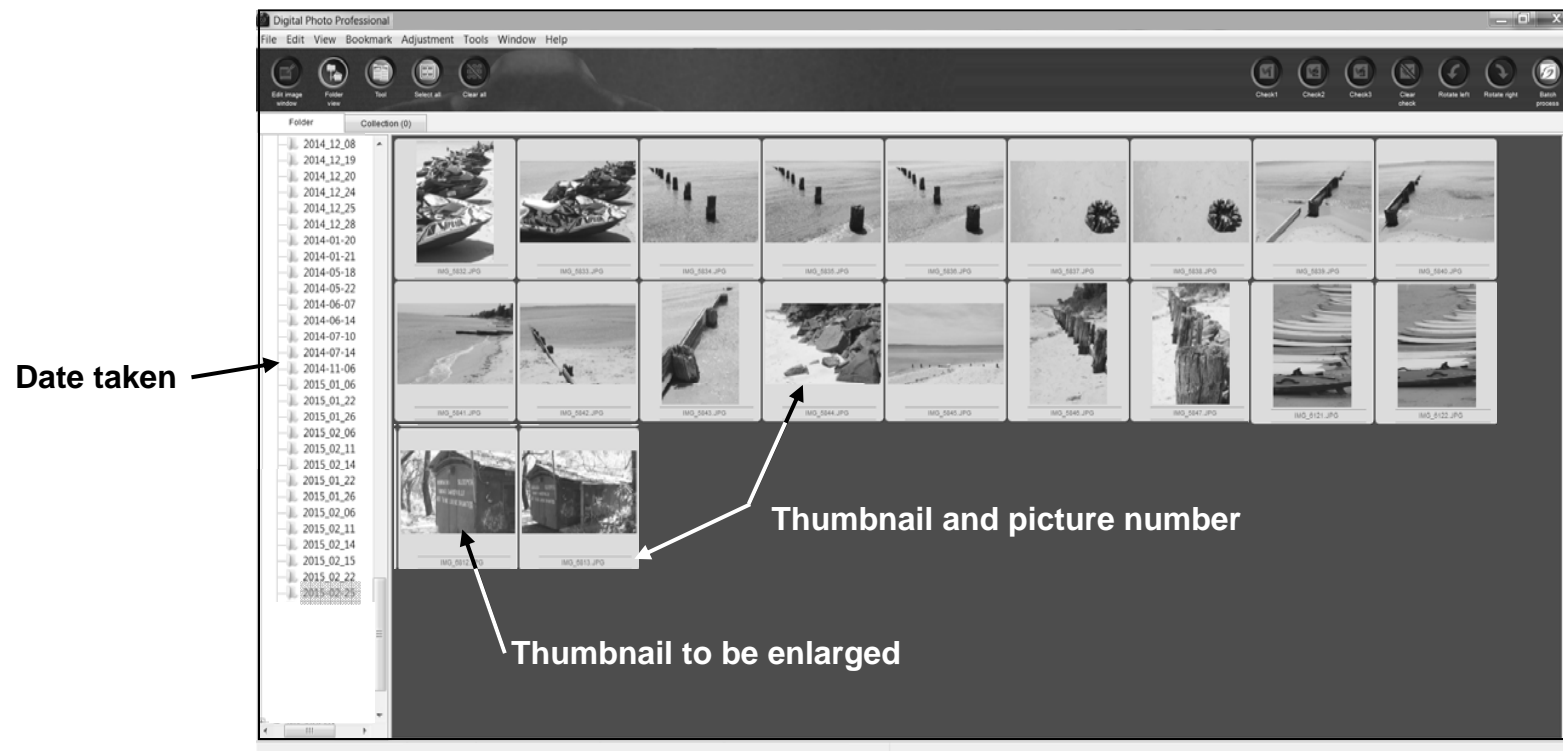




A new screen will appear on the PC monitor. This will show the pictures that have been downloaded from the digital camera "Memory Card". The digital camera has downloaded the pictures to the folder you had chosen earlier.

The digital camera downloads and stores the pictures in separate folders and these folders show the date that the pictures were taken. Each picture is given a number as well.

You have just saved all the pictures from the digital camera onto your PC. To see a specific picture enlarged, you double click on the picture thumbnail.





A bigger version of this picture will appear on the PC monitor. You can now make changes to this picture if you want to.

This is called “Editing” the picture. To do this you click on the button called “Tool”. A editing window will appear and at the bottom in this box are some “Sliders”. When you use these “Sliders”, you can make the picture brighter or darker. You can make the picture clearer or blurry. You can even change the colours in the picture.

When you are done editing your picture, you click “X” at the top right corner of the picture. And a window will appear asking if you want to save the edited picture. If so, you click “Yes”.

Tool button

Enlarged picture



Editing window

Editing sliders

Yes

**Learning  
Activity**

## Task

**LEARNING ACTIVITY FIVE**

To successfully complete this unit you are required to demonstrate your ability to connect an external storage device and copy and save files to the device.

Using either an external hard drive or a USB memory stick, demonstrate in front of your teacher or trainer your ability to copy and save files or folders to your chosen external storage device.

If you are performing this activity at work then have your employer or supervisor observe you doing this activity. Please note that the person observing you at work must be able to do this activity in order to know you have successfully completed this activity. Also it is likely that your employer will need to provide evidence that you have performed this activity successfully.

Your teacher or trainer will inform you and your employer or supervisor as to what evidence is required.

**Learning  
Activity**

## Task

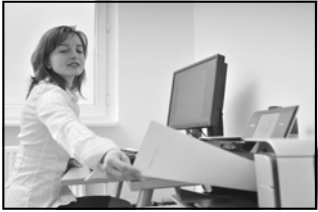
**LEARNING ACTIVITY SIX**

To successfully complete this unit you are required to demonstrate your ability to connect a digital device, such as a digital camera and download the data or images from the device to a folder on a PC. Then open the downloaded files or images and make some changes (edit) as well as save the changes.

This activity needs to be done or demonstrated in front of your teacher or trainer.

If you are performing this activity at work then have your employer or supervisor observe you doing this activity. Please note that the person observing you at work must be able to do this activity in order to know you have successfully completed this activity. Also it is likely that your employer will need to provide evidence that you have performed this activity successfully.

Your teacher or trainer will inform you and your employer or supervisor as to what evidence is required.



## CONNECT TO A PRINTER EITHER THROUGH A COMPUTER DEVICE OR DIRECTLY, AND USE PRINTER SETTINGS AND PRINT DATA

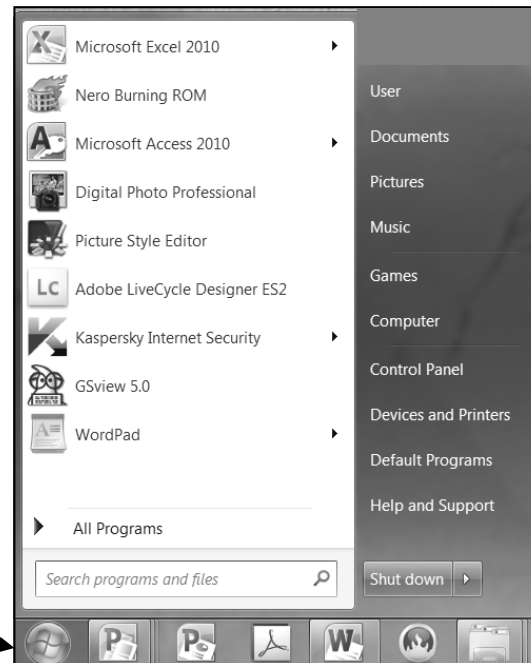
The PC printer is probably the most common computer peripheral used especially in an office environment.

Over the next few pages we look at the basics of connecting to and using a printer. We will start with using a Windows PC to print a document. We will be using a Word document in our examples.

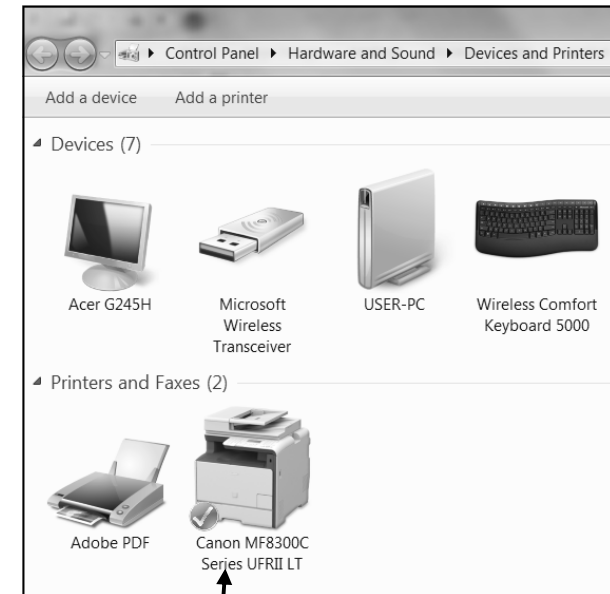
Then we will look at how to use a printer with a MAC PC.

Before printing, you would need to ensure that there is a printer connected to the PC.

On a Windows PC (Windows 7) you would go to the Start button and then click on “Devices and Printers”. The next window shows which printers are installed as well as which printer is the chosen installed printer. This is indicated by a small checkmark next to the installed printer icon.



**Devices  
and  
Printers**

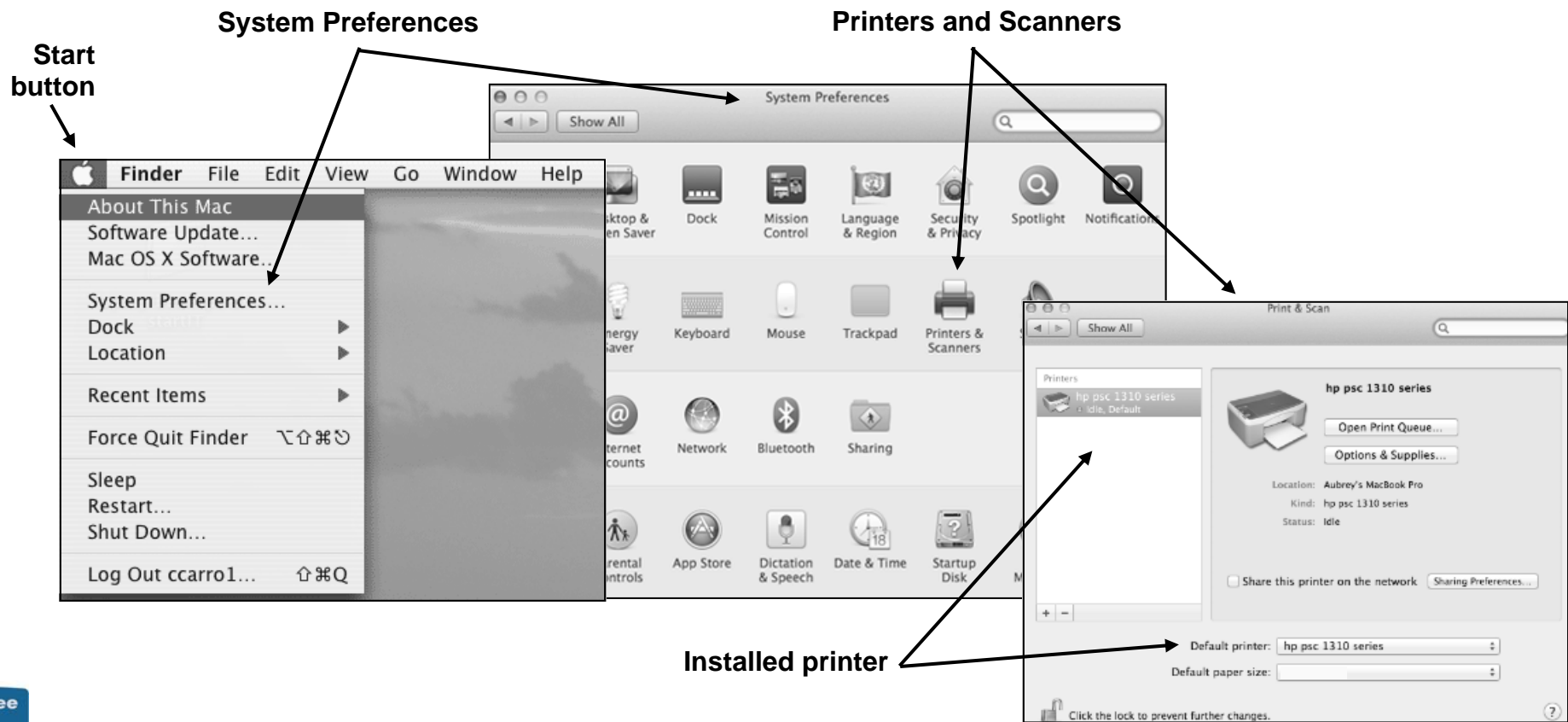


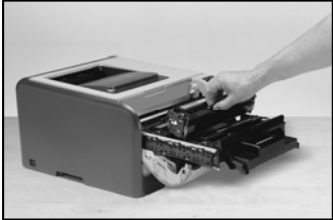
**Installed printer with checkmark**

**Start button**

Before printing on a MAC PC, you would need to ensure that there is a printer connected to the PC.

On a MAC PC you would go to the MAC Start (small Apple icon) button and then click on “System Preferences”. On the next window you would click on “Printers and Scanners”. The next window shows what printer is installed on the MAC PC. If there were more than one printer, the others would appear in the left pane and the one installed on the PC would be shown as the “Default” printer.





## CHECKING CONNECTIVITY

Before printing there are a few steps that should be taken.

First ensure that the cables are securely plugged into both the printer and the PC, as well as that the printer has power connected to it.

If it is a wireless connection, turn on the printer and ensure the wireless connection light is glowing and indicating as being connected.

Other checks should be:

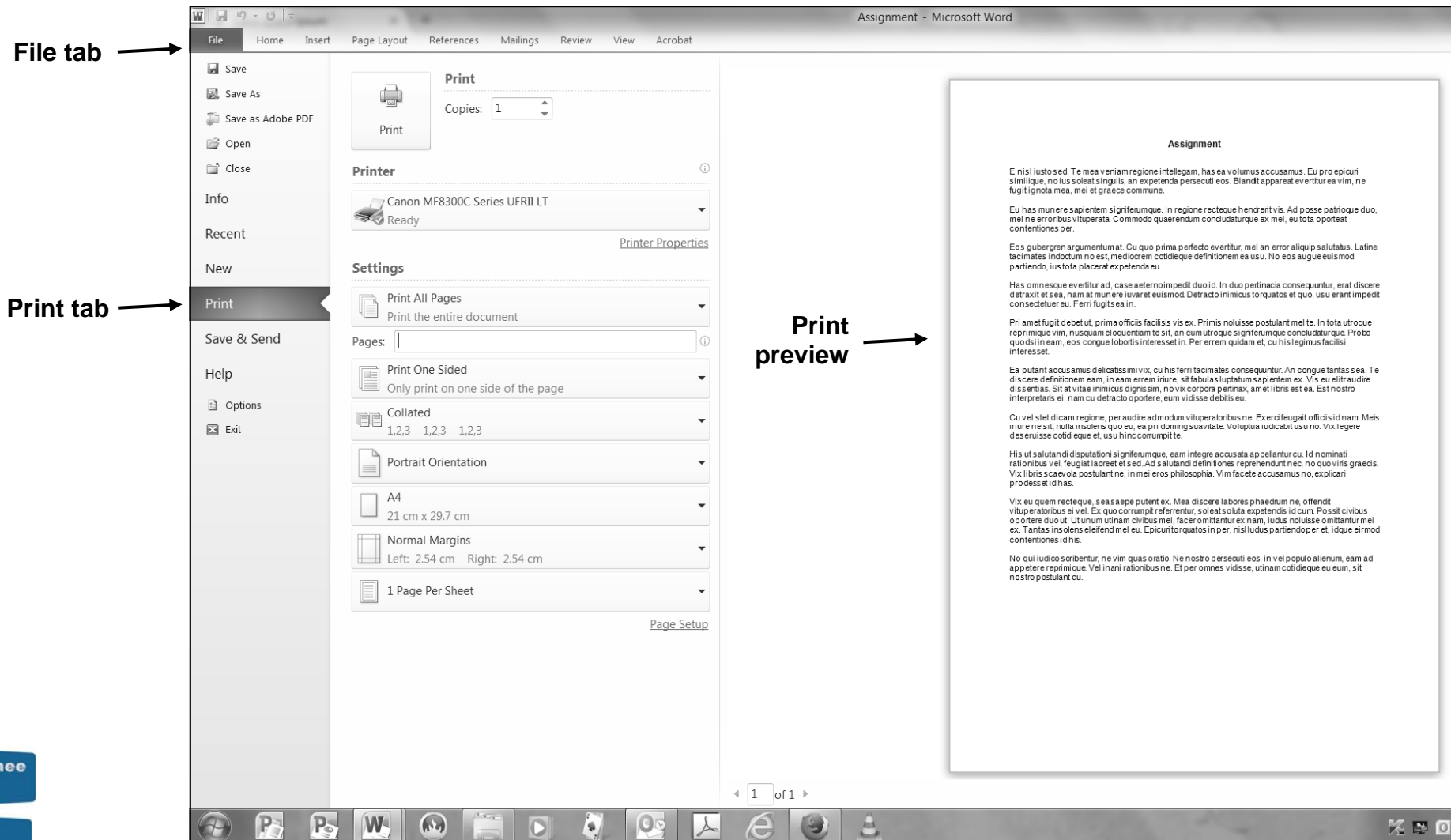
- ☆ Ensure paper trays have paper
- ☆ The printer is turned on
- ☆ Ink cartridges or toner cartridges are at sufficient levels

SAMPLE SAMPLE

SAMPLE

## USING A PRINTER ON A WINDOWS PC

To print a Word document, the document needs to be open and viewable on the PC monitor. Then you will click on the “File” tab at the top far left corner of the window. Next click on “Print” and the “Printer Settings” window will appear. The first thing you will notice is a small ‘version’ of your Word document. This is called the “Print Preview”. This is to show you what the printer will be printing.



You will see under “Printer” the name of the printer that will be doing the printing. This is called the “Installed Printer”. This means this is the printer that is attached to your PC and the printer that will be doing the printing. Sometimes workplaces may have installed 2 printers. This is where you could change the printer you would use.

If document is 2 or more pages, then you would leave the setting at “Print All Pages”. The printer will then print all the pages. If you want to print only part of the document, then you would show what pages you want to print below “Print All Pages”.

The screenshot shows the Microsoft Word interface with the Print dialog box open. The dialog box is divided into several sections: **Print** (with a 'Copies' dropdown set to 1), **Printer** (showing 'Canon MF8300C Series UFR II LT' as the selected printer), and **Settings**. The **Settings** section includes options for 'Print All Pages' (selected), 'Print One Sided', 'Collated' (pages 1,2,3), 'Portrait Orientation', 'A4' paper size, 'Normal Margins' (Left: 2.54 cm, Right: 2.54 cm), and '1 Page Per Sheet'. Annotations with arrows point to specific elements: 'Installed printer' points to the printer name in the Printer section; 'Print All Pages' points to the 'Print All Pages' option in the Settings section; and 'Print Selected Pages' points to the 'Pages' input field in the Settings section. The background shows a document titled 'Assignment - Microsoft Word' with Latin text. The Windows taskbar at the bottom shows various application icons.

**Installed printer**

**Print All Pages**

**Print Selected Pages**

**Assignment**

E nisi iusto sed. Te mea veniam regione intellegam, has ea volumus accusamus. Eu pro epicuri similique, no ius solet singulis, an expetenda persecuti eos. Blandi appareat eventur ea vim, ne fugit ignota mea, mei et graece commune.

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Vix eu quem recteque, sea saepe putent ex. Mea discere labores phaedrum ne, offendit vituperatoribus ei vel. Ex quo corruptit referentur, solet soluta expetendis id cum. Possit civibus oportere duo ut. Ut unum ubi nam civibus mei, facer omittantur ex nam, ludus noluisse omittantur mei ex. Tantas insolens elifend mei eu. Epicuri torquatos in per, nisi ludus partiendo per et, idque eirmod contentiones id his.

No qui ludico scribentur, ne vim quas oratio. Ne nostro persecuti eos, in vel populo alienum, eam ad appetere reprimique. Vel inani rationibus ne. Et per omnes vidisse, utinam cotidieque eu eum, sit nostro postulant eu.

**SAMPLE**

**SAMPLE SAMPLE**

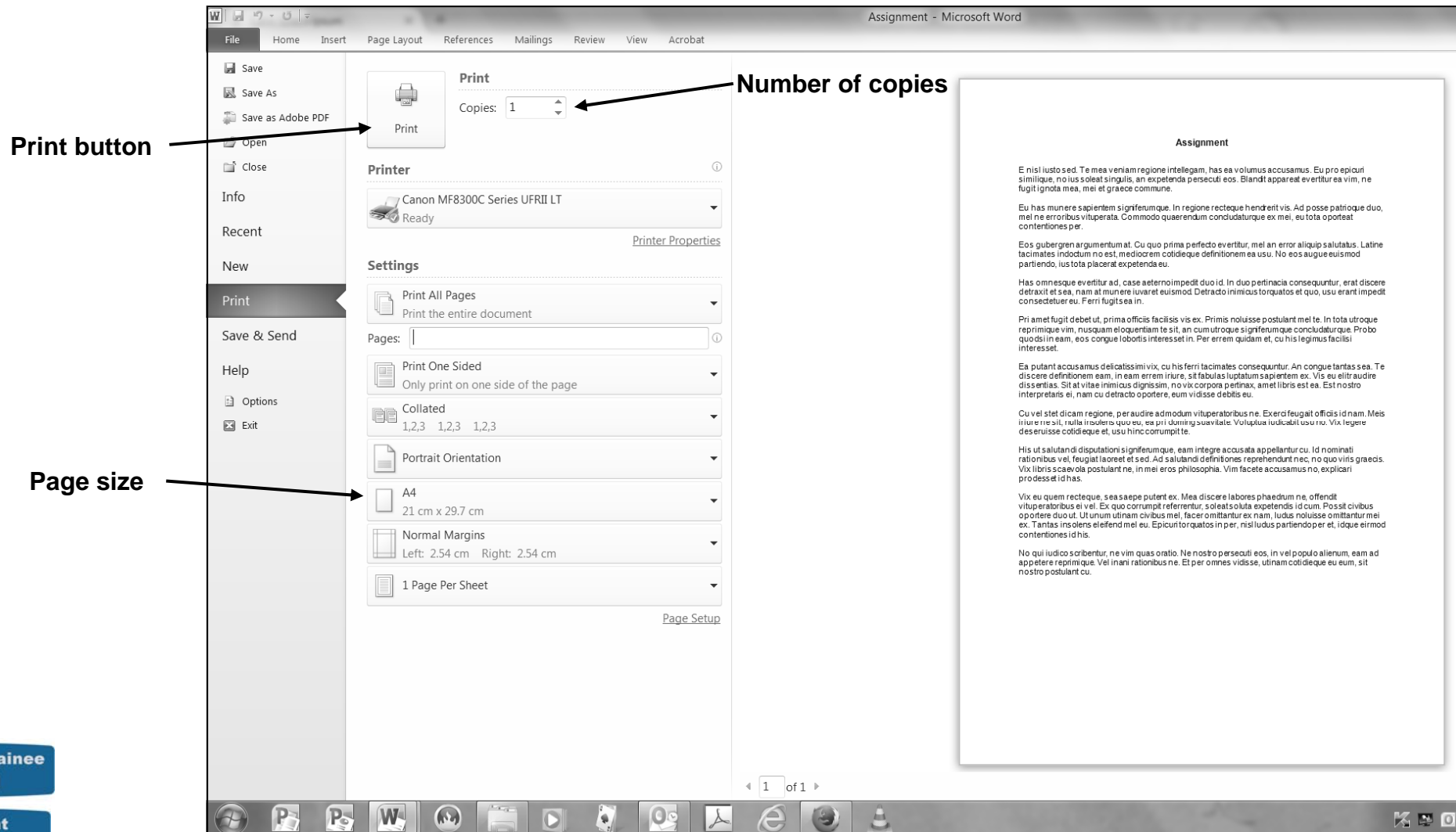
1 of 1



There is a setting that just tells you that it will print an A4 size document. This is the standard Australian sized paper. So it is important that you make sure there is A4 paper in the printer.

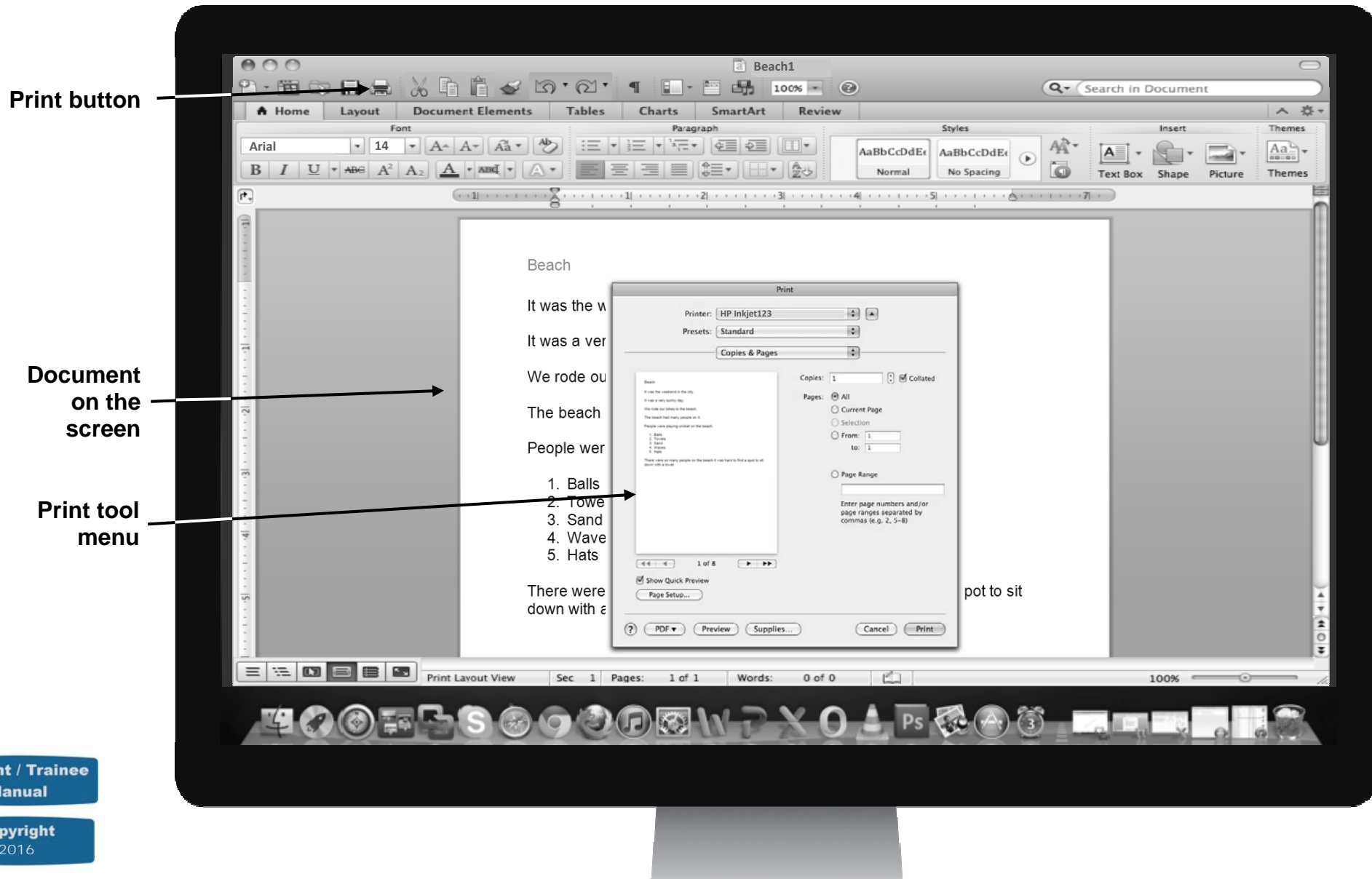
The last thing you check is the “Copies”. If the setting says “1”, then the printer will print only 1 copy of your document. You can change this number to as many copies as you want by clicking the small arrows to the number of copies you want.

With all the settings selected you are ready to print, so you then click on the “Print” button and the documents will be printed.



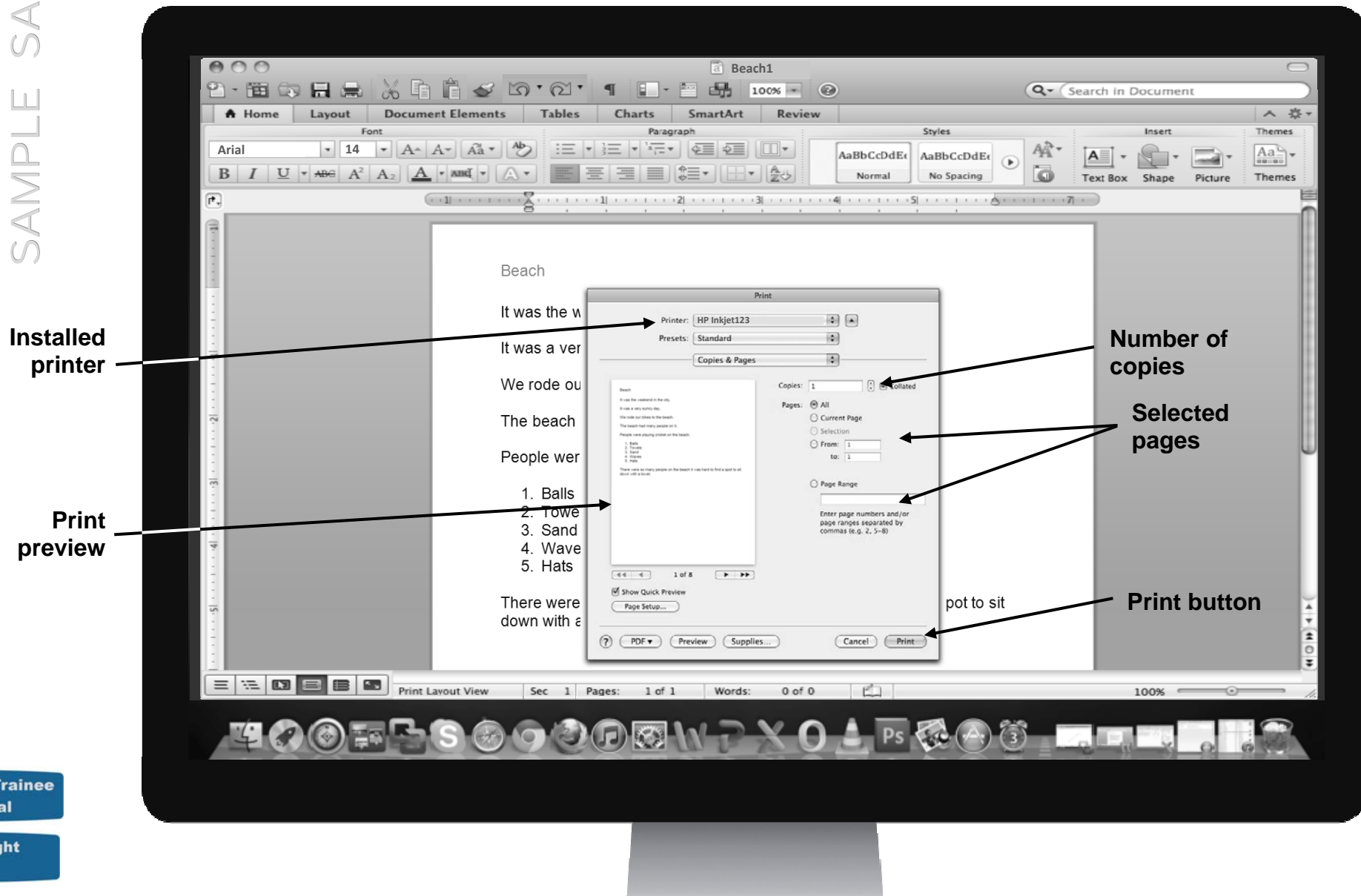
**USING A PRINTER ON A MAC PC**

To print a Word document, the document needs to be open and on the PC monitor. You next click the “Print” button on the top of the tool ribbon. A new window will appear. This is the Word for MAC print tool.



SAMPLE SAMPLE

This window will show you a small picture of the document you are going to print. The top line in this box will tell you which printer is attached to your MAC PC. You will need to tell it how many copies of this Word document you want to print. It is always set a 1 copy, so if you want more you would type in the small box the number of copies you want. Below you can also choose what pages you wish to print. Once the setting are chosen, you simply click on the “Print” button and the document is printed.



**Learning  
Activity**

## Task

**LEARNING ACTIVITY SEVEN**

To successfully complete this unit you are required to demonstrate your ability to print a document using a printer. Open a document with at least three pages. Print all pages and then print only the first page.

This activity needs to be done or demonstrated in front of your teacher or trainer.

If you are performing this activity at work then have your employer or supervisor observe you doing this activity. Please note that the person observing you at work must be able to do this activity in order to know you have successfully completed this activity. Also it is likely that your employer will need to provide evidence that you have performed this activity successfully.

Your teacher or trainer will inform you and your employer or supervisor as to what evidence is required.



## ACCESS AUDIO-VISUAL DEVICES TO VIEW AND PLAY A MULTIMEDIA FILE

As the term suggests, audiovisual means any device that provides either audio or visual capabilities, or in some cases both. It can be any type of device, from a speaker for a computer to sound editing equipment in a sound studio.

In this section our theme is more in line with general computing at home or in a business.

Examples of devices that present or project audiovisual would include:



**External monitor** – these would be external to another device such as a PC or any other digital device capable of connecting to an external monitor.

**Data (digital) projectors** – these are used to display images onto a wall or screen from another device such as a PC, laptop, CD/DVD player and so on.



**Speakers** – these are external devices connected to desktop PCs, laptops or another digital device capable of delivering sound to a set of speakers.

**Headsets** – as with speakers these are external devices connected to desktop PCs, laptops or another digital device capable of delivering sound to a headset.



Over the next few pages we will look at how to connect to a digital or data project and provide a multimedia presentation.

SAMPLE SAMPLE



### USING A DIGITAL PROJECTOR WITH A PC

A “Digital Projector” is a type of digital device that is connected to a PC. It is also sometimes called a “Data Projector”.

A “Digital Projector” is most often connected to a PC Laptop. A “Digital Projector” is used with a PC Laptop to project what is on the PC Laptop’s screen onto a white wall or a screen.

It is a very popular tool used in schools, TAFEs and in offices for presentations, training and providing information in a multimedia format.

It can be used to show a slide show presentation or videos, either with or without sound.



SAMPLE SAMPLE

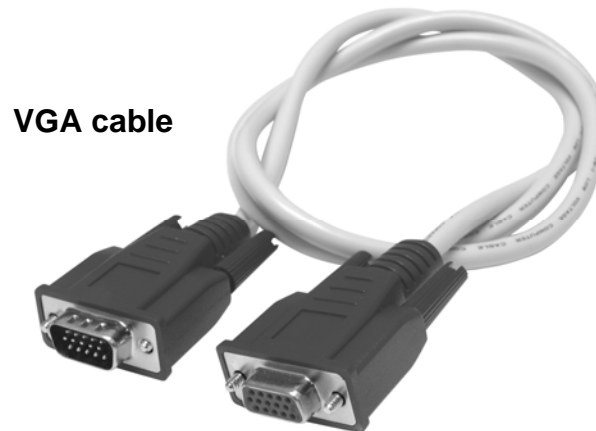
SAMPLE

## CONNECTING A DIGITAL PROJECTOR TO A PC LAPTOP

The first important thing is that both the projector and the laptop have power. There is nothing worse than being in the middle of a presentation and having the laptop batteries go flat. So both devices should be using power from a wall power point.

Next the projector and the laptop need to be connected using a “VGA” cable. The end with the small pins is plugged into the PC and the other end with the holes is plugged into the “Digital Projector”.

It is very important that each end of the cable are plugged in fully.



**Laptop VGA connection**



**Project VGA connection**



## USING A DIGITAL PROJECTOR WITH A WINDOWS PC LAPTOP

OK, now you have a Windows PC Laptop and the “Digital Projector” connected together. A “Digital Projector” uses the images that are on the Windows PC Laptop screen and shows them on a wall or a big screen.

This means you now need to tell the Windows PC Laptop to send the images that are on the PC Laptop screen to the digital projector.

To do this on a Windows PC Laptop you push down and hold the “Function” key on the PC Laptop Keyboard. It is a key that has “Fn” on it. Then with another finger, you go up to the top of the Windows PC Laptop keyboard.

You push down the “Function” key (**also called the “F” key**) that sends the Windows PC Laptop screen pictures to the digital projector. In this example it is the function key “F5”

SAMPLE SAMP

Function key F5

fn

Function key

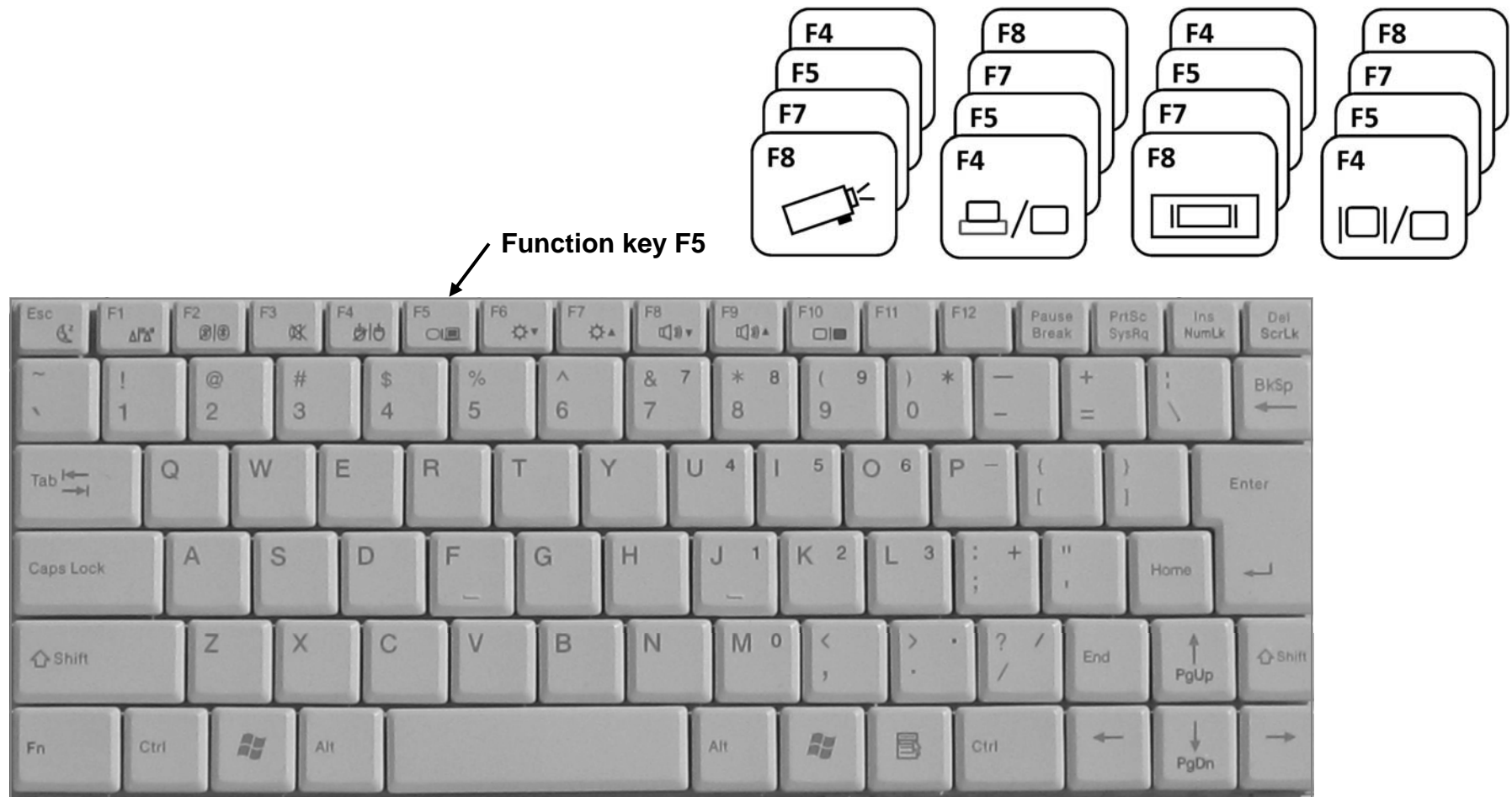




This is where you may get confused.

Different brands and models of Windows PC Laptops use different “Function” or “F” keys and different digital projector icons.

So we have shown you the different types of “Function” or “F” keys you may use and see on your Windows PC Laptops. Once the correct function key has been selected the project will show the laptops screen images on the wall or screen.

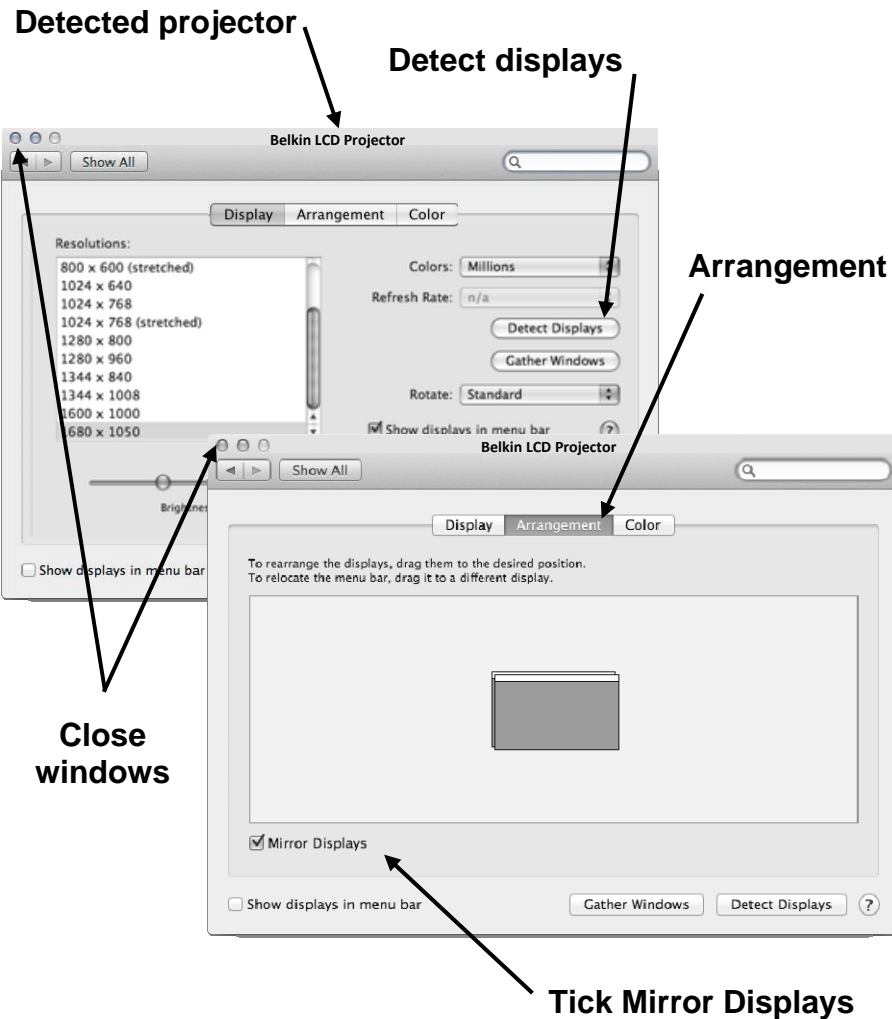


## USING A DIGITAL PROJECTOR WITH A MAC PC LAPTOP

OK, now you have the MAC PC laptop and the “Digital Projector” connected together. You now need to have the MAC PC laptop send the pictures that are on the MAC PC laptop screen to the digital projector.

To do this on a MAC PC laptop you click on the MAC PC Start up button (the small Apple icon on the top left corner). On the new window you would click on “System Preferences”. In the “Systems Preferences” window you would click on “Displays”.





A new window will appear and you click on the button that says “Detect Displays”. Your MAC PC laptop looks for the digital projector connected to the laptop.

The name of the projector will soon appear at the top of the window. This means that the MAC PC and the digital projector are ready to use. When you do presentations you will want to see what is on the MAC PC laptop screen as well as on the projector screen.

To do this you click the button that says “Arrangement” and a new window will appear. You click on the line that says “Mirror Displays”. Next to this line is a small box. You click this small box and a ‘checkmark’ will appear in this small box.

And finally, you get rid of these windows by clicking the small red dot at the top left corner. You can now start using the digital projector using your MAC PC laptop.

SAMPLE SAMPLE

## INSTALLING AND USING SPEAKERS

When using a “Digital Projector” to show videos from a PC Laptop, you would likely need to have sound and that means you would need speakers.

There are two ways of getting sound from a PC Laptop.

- ☆ Use the speakers in the digital projector
- ☆ Connect speakers to the PC Laptop

Today most digital projectors have speakers inside the projector. To connect the sound from the PC Laptop to the digital projector you need a speaker cable. Speaker cables have a “speaker plug” at one end and this is inserted into the laptop and on the other end are RCA plugs and these are plugged into the digital projector.



We will show you what the plugins look like in the pictures below. The RCA plug' that are plugged into a digital projector are usually at the back of the digital projector.

The speaker plug that is plugged into a PC Laptop is on the side of the PC laptop. The plugin will have a small icon next to it that looks like a set of headphones. This plugin is used for both connecting speakers and when using headphones with your PC laptop,



RCA plugins on projector



Close up of the  
Speaker/Headphone  
Icon



The other way is to connect the speakers directing into the PC laptop. This means that you have to have a set of speakers.

Speakers today come with two plugs. One is the “Speaker Plug” and the other is a “Standard USB” plug.

To connect the speakers to the PC laptop, you would plug the speaker plug into the speaker plugin on the PC Laptop. Speakers need a small amount of electricity. They get this electricity from the PC laptop using the “Standard USB Plug”.

So you would plug the “Standard USB Plug” from the speakers into the PC Laptop.



There will be the need to adjust the sound up and/or down. This is done using the laptop keyboard. The keyboard on a Windows PC laptop and a MAC PC laptop are different so we have shown you both.

First you need to make sure the sound is turned on.

On both a Windows PC laptop and a MAC PC laptop there is a “Function” or “F” key that turns the sound ON or OFF.

Once the sound is on, both the Windows PC laptop and the MAC PC laptop keyboards have a “Function” or “F” key that turns the sound or ‘volume’ UP.

Both the Windows PC laptop and the MAC PC laptop keyboards have a “Function” or “F” key that turns the sound or volume DOWN.

**Function key Sound ON or OFF**

**Function keys Volume Up and Down**



**Windows PC laptop keyboard**



Function key Sound ON or OFF

Function keys Volume Up and Down



MAC PC laptop keyboard

SAMPLE SAMPLE

To the right we have shown you the differences between the Windows PC laptop sound icons and those of a MAC PC laptop.

Windows PC Laptop



ON / OFF

Volume UP

Volume DOWN



MAC PC Laptop



**Learning  
Activity**

## Task

**LEARNING ACTIVITY EIGHT**

To successfully complete this unit you are required to demonstrate your ability to connect to a digital projector with a laptop and successfully project data from the laptop to a wall or screen

This activity needs to be done or demonstrated in front of your teacher or trainer.

If you are performing this activity at work then have your employer or supervisor observe you doing this activity. Please note that the person observing you at work must be able to do this activity in order to know you have successfully completed this activity. Also it is likely that your employer will need to provide evidence that you have performed this activity successfully.

Your teacher or trainer will inform you and your employer or supervisor as to what evidence is required.

# Section Four

## Shut Down Digital Device

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SAMPLE SAMPLE

# USE DIGITAL DEVICES

## SECTION FOUR—SHUT DOWN DIGITAL DEVICE

### INTRODUCTION

In this last section we focus on how to backup data on Smartphones and tablets. Each of these devices are being used more and more as cameras as well as storing music and it is important that these types of files are backed up regularly.

### SECTION LEARNING OBJECTIVES

At the completion of this section you will learn information relating to:

- ☆ Saving current work and backing up important data
- ☆ Closing open programs on the digital device and any computer device or storage device
- ☆ Shutting down digital devices, according to manufacturer instructions

## SAVE CURRENT WORK AND BACK UP IMPORTANT DATA

In other training manuals you would have learned about the importance of backing up data on PCs. You would have also learned how to backup data on external hard drives.

In the previous section we learned how to transfer images/photos from a digital camera. In a sense this too could be consider a backup.

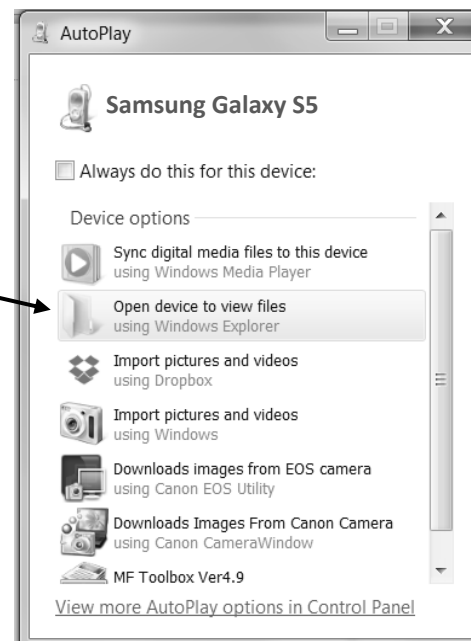
So over the next few pages we are going to review doing backups on digital devices, such as Smartphones and tablets.

### BACKING UP FILES ON AN ANDROID TYPE SMARTPHONE

To back up the files in an **Android type Smartphone** such as a Samsung, you would connect the Smartphone to the PC using the connection cable. A new window would appear on the Windows PC Desktop. This tells you that the Smartphone is now connected to the Windows PC.

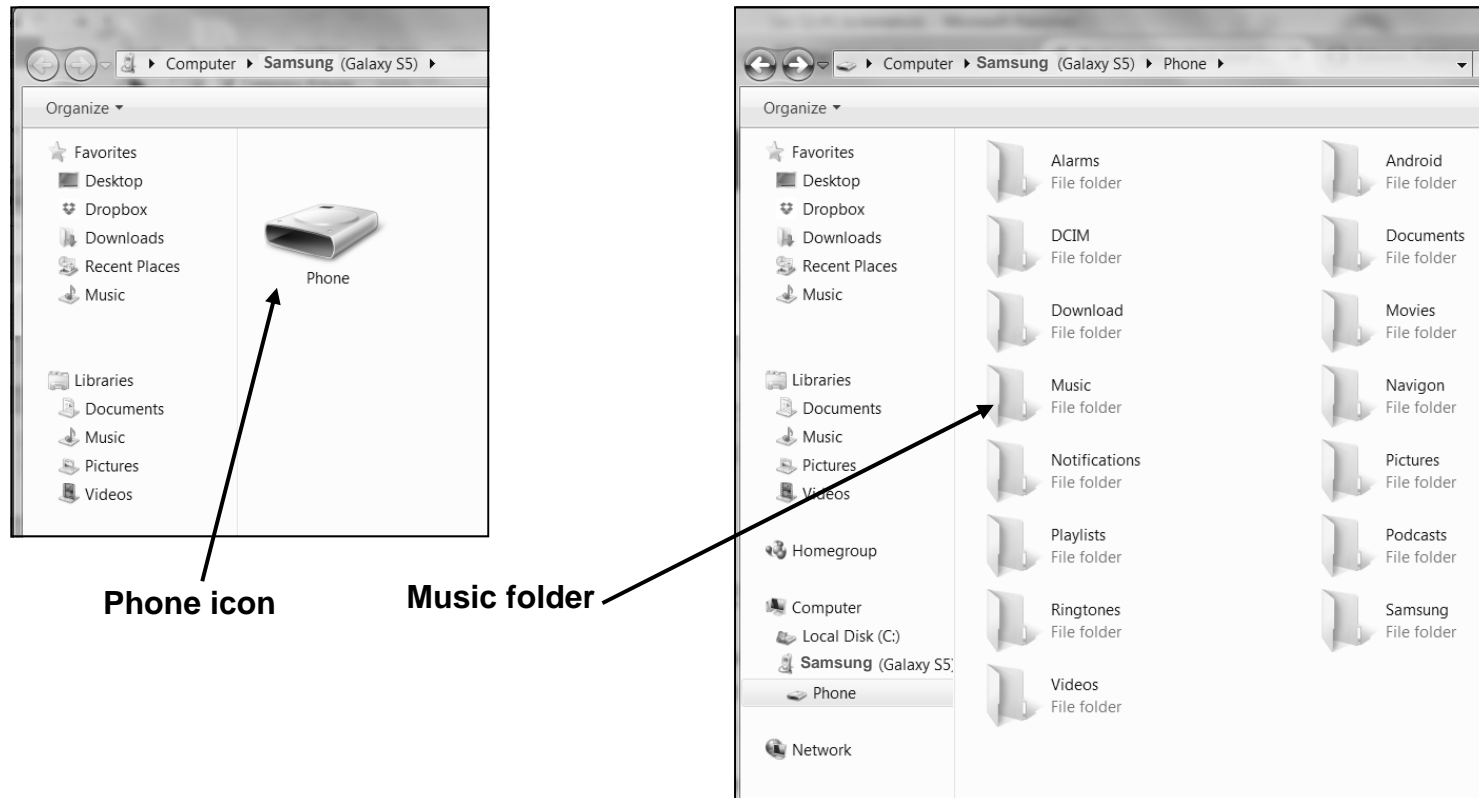
You **double click** on the line that says “Open Device to View Files”.

Open device to view files



A new window will appear and this would have a “Phone” icon. You would **double click** on the icon.

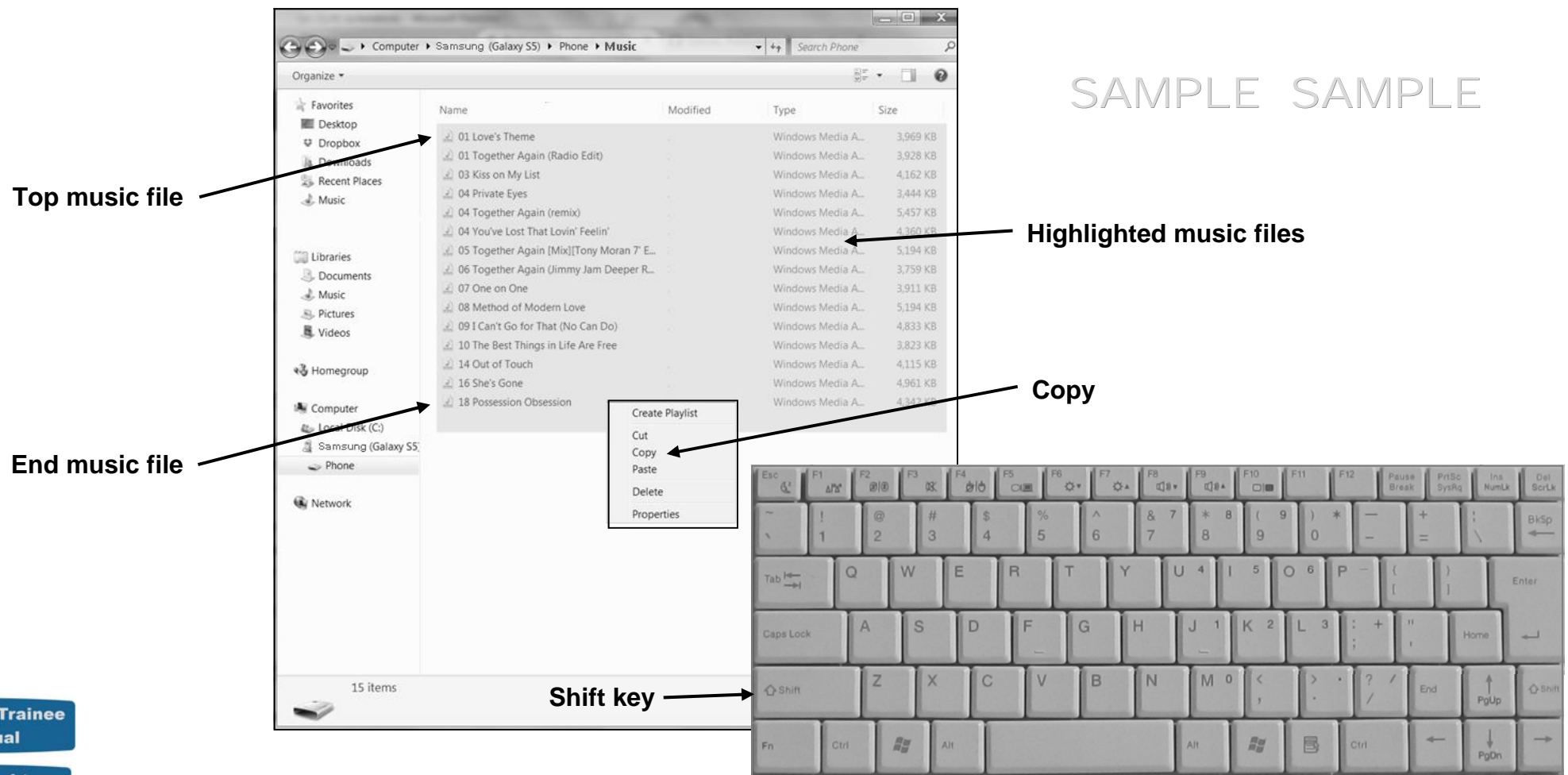
A new window will appear and this shows all the folders that are in the Smartphone. In this example we will back up the music that is on the Smartphone. To do this you **double click** the ‘Folder’ icon that says “Music”.



A new window will appear. This shows all the music files that are in the Smartphone. To back up these files you first highlight all the music files.

To do this you click on the top music file and then hold down the “Shift” key and click on the last music file. This should highlight all the music files. Then right click with your mouse button on the highlighted music files and click on “Copy”.

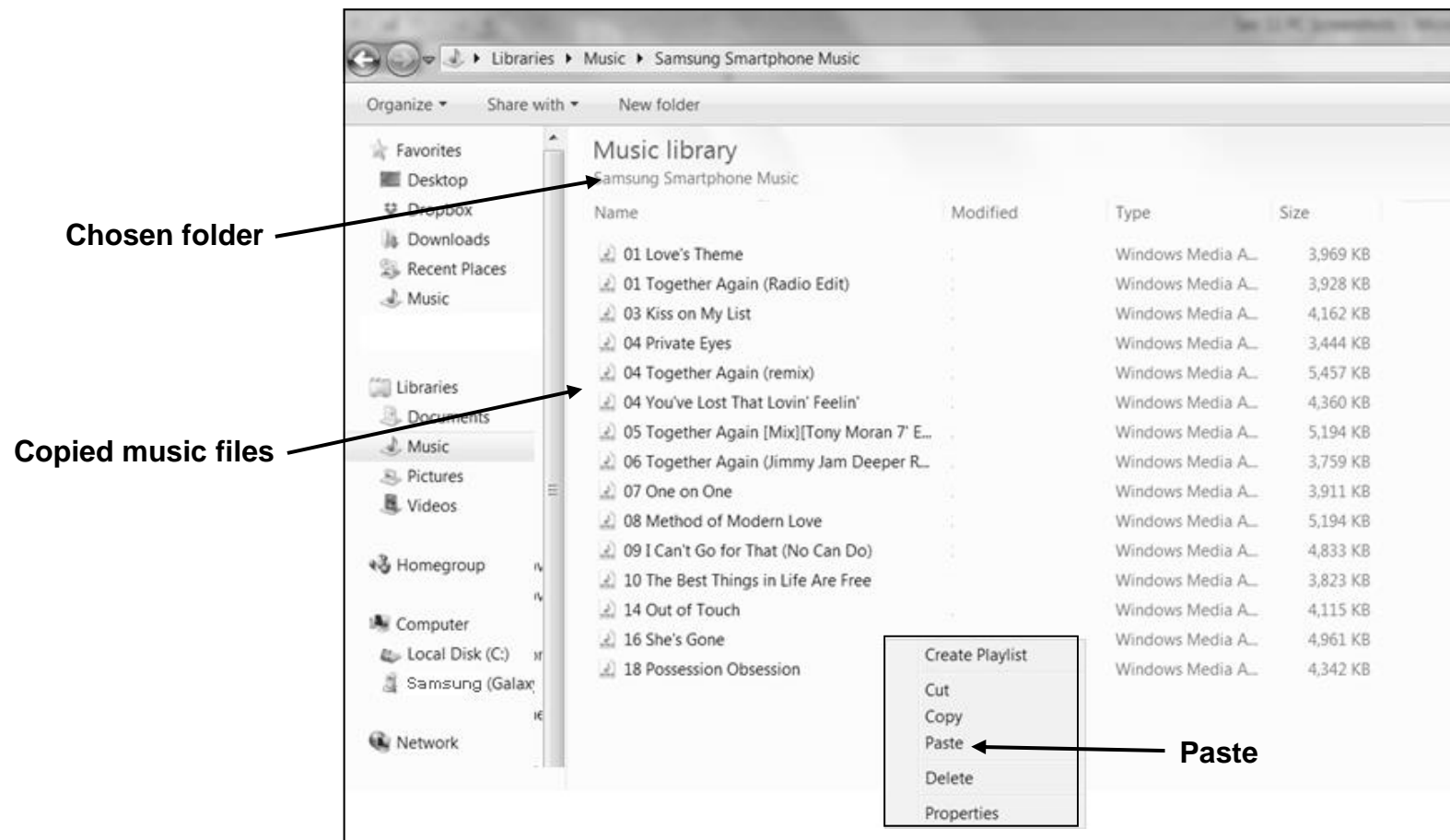
You have copied all the music files in the Smartphone and are now ready to put them in the new folder in the Windows PC.



Now you need to open the folder you set up to put the Smartphone files into. In our example we have set up a folder under “Libraries” and in the “Music” folder. We have called this new folder “Samsung Smartphone Music”.

To save the files we copied from the Smartphone, you first click with the **right** button of your mouse and in the new window you click on “Paste”. All the music files from the Smartphone will appear in the “Samsung Smartphone Music” folder on your Windows PC.

That’s how you back up and save files from an Android type Smartphone.

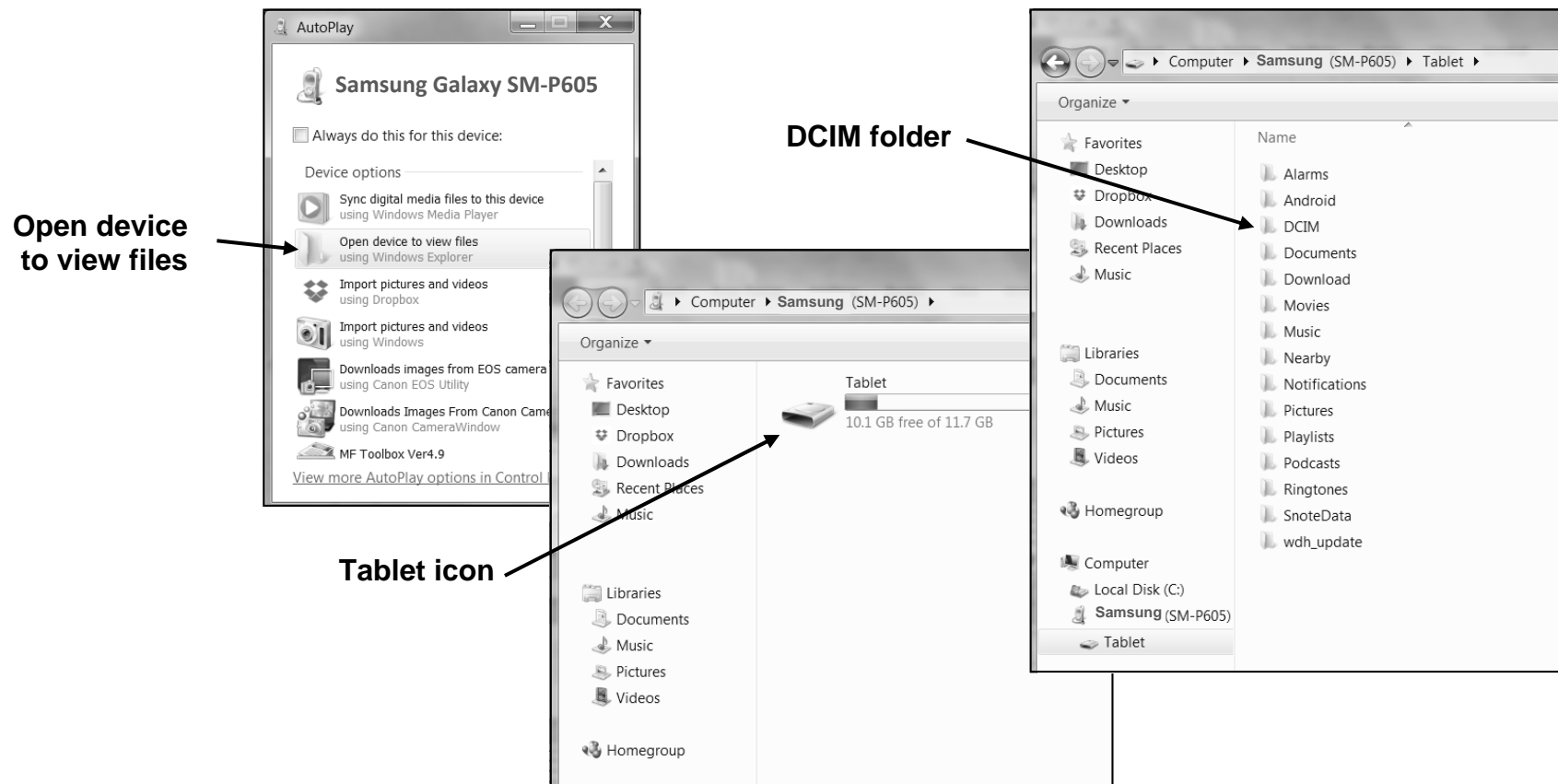


## BACKING UP FILES ON AN ANDROID TYPE TABLET

To back up the files in an Android type tablet such as a Samsung, you would connect the tablet to the PC using the connection cable.

A new window would appear on the Windows PC Desktop. This tells you that the tablet is now connected to the Windows PC. You **double click** the line that says “Open Device to View Files”.

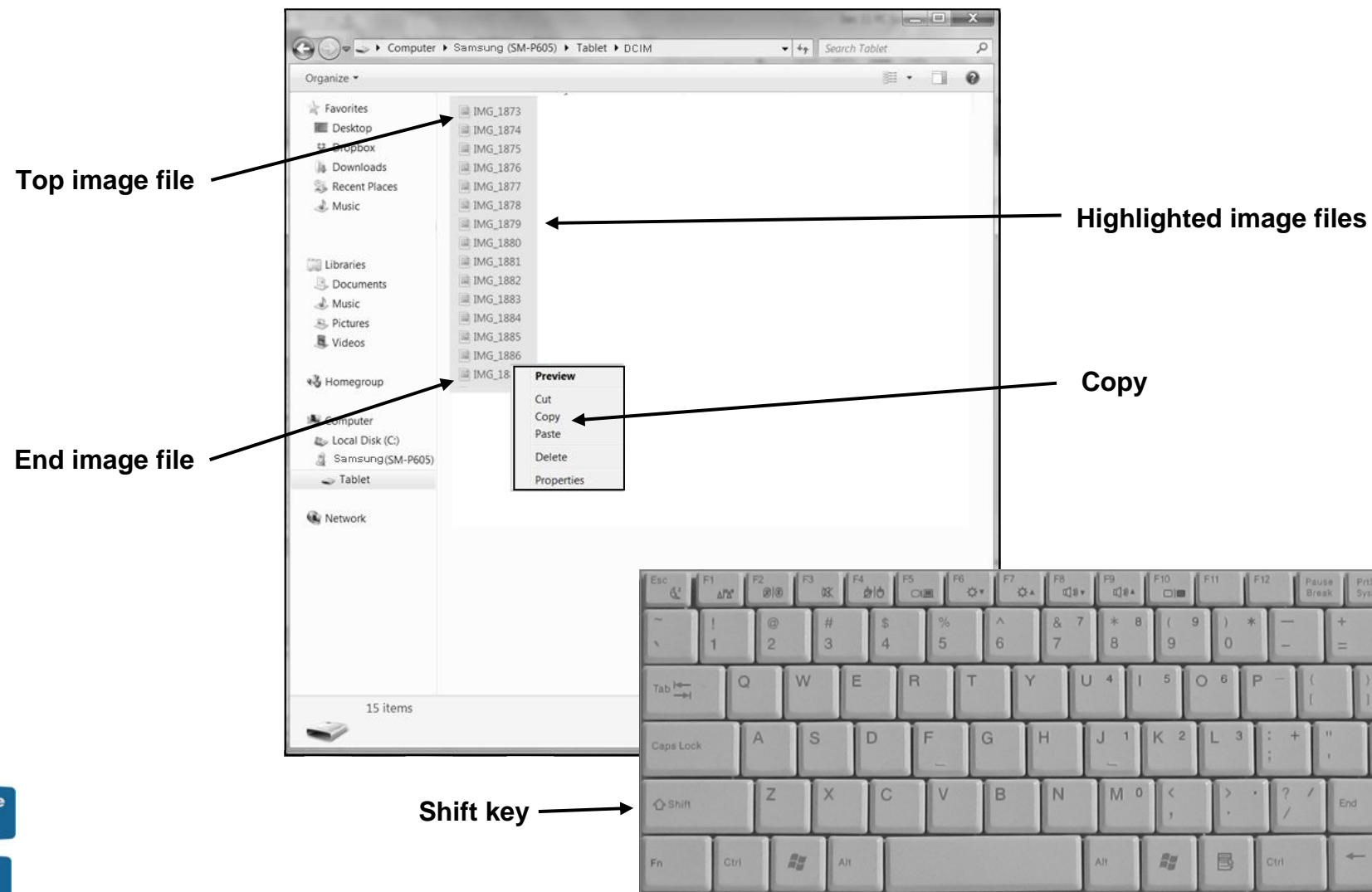
A new window will appear that has a “Tablet” icon. You **double click** on the icon and a new window will appear. This shows what files and folders are on the tablet. In this example we will back up the pictures that are on the tablet. To do this you **double click** on the folder icon that says “DCIM”. “DCIM” means “Digital Camera Images”.





A new window will appear and this shows all the images/pictures in the DCIM folder on the tablet. To back up these files you first highlight all the picture files by clicking on the first image file, hold down the “Shift” key and then click on the last image file. This should make all the files highlighted.

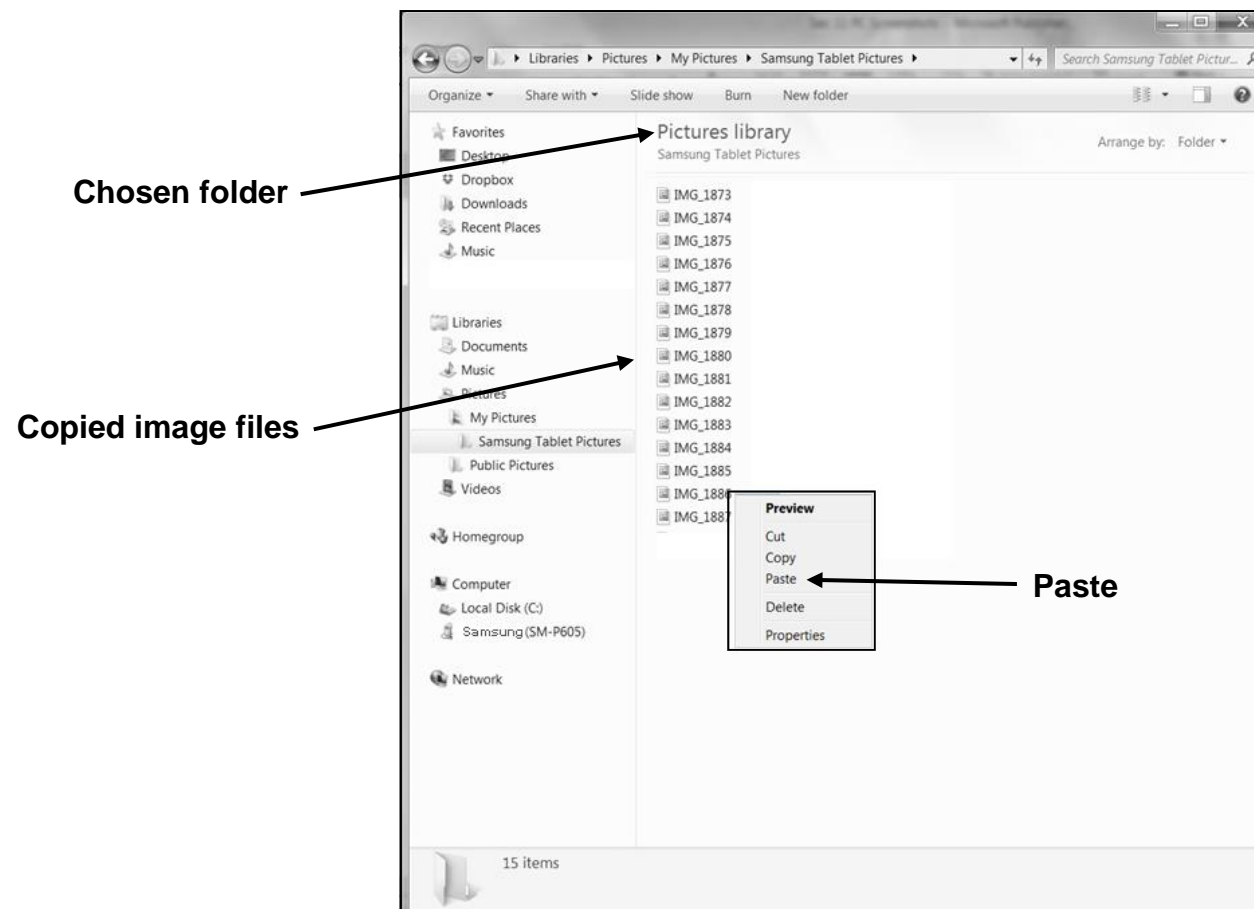
You next **right click** on the highlighted files and click on “Copy”. You have copied all the music files in the Tablet and are now ready to put them in the new folder in the Windows PC.



Now you need to open the folder you set up to put the tablet files into. In our example we have set up a folder under “Libraries” and in the “Pictures” folder.

We have called this new folder “Samsung Tablet Pictures”. You right click in the folder and then click on “Paste”.

All the tablet images/pictures are now copied on to the PC. That’s how you back up and save files from an Android type tablet.

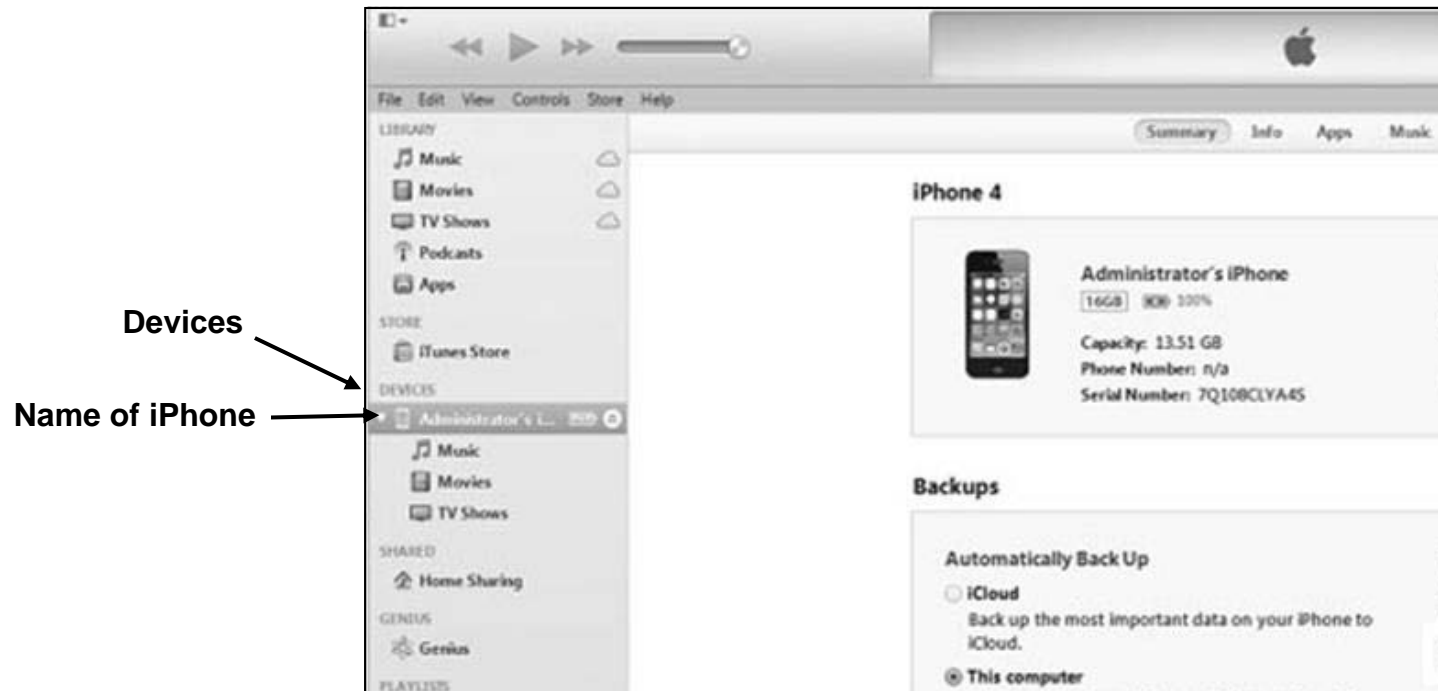


## BACKING UP FILES ON AN IPHONE SMARTPHONE

To back up an **iPhone** you need to have application software called “iTunes”. You would have put this on your PC when you bought the new iPhone. To back up the files in an iPhone Smartphone, you would connect the iPhone to the MAC PC using the connection cable.

The iTunes screen will appear on the MAC PC. This tells you that the iPhone and the MAC PC are connected.

The iPhone should appear under “Devices”. In our example the name of the iPhone is “Administrator’s iPhone” You click on the line that has the name of the iPhone on it.



iTunes folder

You click the button called “Summary” and a new window appears and this has the details about the iPhone that is currently connected to the MAC PC.

In this window is another area where the details of the backups are. You click on the small circle next to the line called “This Computer” and a “dot” would appear. Then you click on the button called “Back Up Now”. A backup “Progress” box will appear.

It tells you that the iPhone back up has started and how long there is to go. Do not disconnect the iPhone from the MAC PC until this “Progress” box has disappeared. When the progress box disappears, you have just backed up all the iPhone files onto your MAC PC.

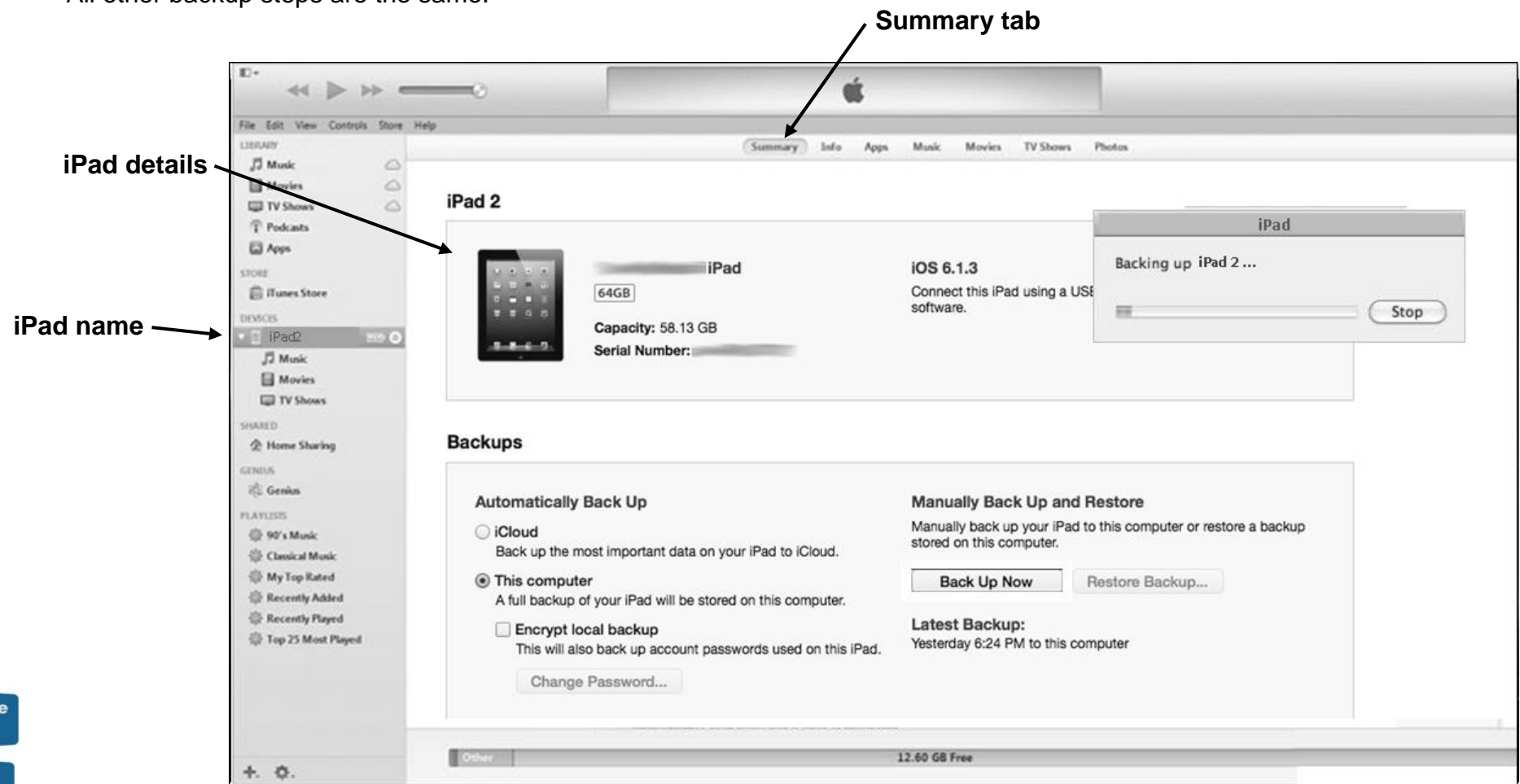


## BACKING UP FILES ON AN IPAD TABLET

To back up an iPad you need to have application software called “iTunes”. The steps are the same as you would take when backing up files on an iPhone.

The only difference is under the “Devices” line there is the name of the iPad and in the “Summary” folder it has the details of the iPad.

All other backup steps are the same.



**Learning  
Activity**

## Task

**LEARNING ACTIVITY ONE**

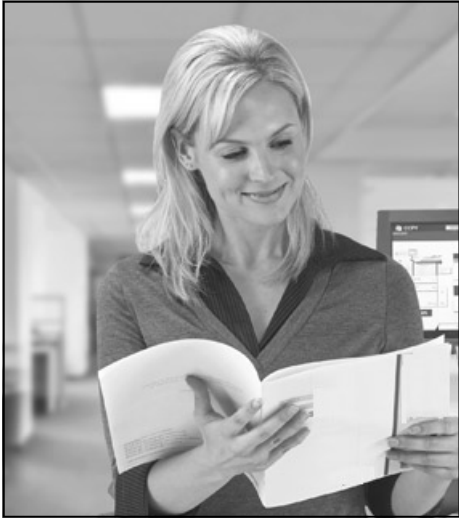
To successfully complete this unit you are required to demonstrate your ability to connect a digital device to a PC and backup data.

This can be done using a Smartphone or a tablet. This activity should be performed in front of your teacher or trainer.

If you are performing this activity at work then have your employer or supervisor observe you doing this activity. Please note that the person observing you at work must be able to do this activity in order to know you have successfully completed this activity. Also it is likely that your employer will need to provide evidence that you have performed this activity successfully.

Your teacher or trainer will inform you and your employer or supervisor as to what evidence is required.

SAMPLE SAMPLE



## **CLOSE OPEN PROGRAMS ON THE DIGITAL DEVICE AND ANY COMPUTER DEVICE OR STORAGE DEVICE AND SHUT DOWN DIGITAL DEVICES, ACCORDING TO MANUFACTURER INSTRUCTIONS**

*(Over the next few pages we cover two 'Performance Criteria' points at the same time to avoid repetition)*

All digital devices have certain ways of being shutdown.

PCs need to have all open applications saved and then closed.

After being used digital projectors need to cool down before shutting off the power.

To ensure you are properly shutting any digital device, you should read and fully understand the shutdown steps that are outlined in the owners or user manuals.

SAMPLE SAMPLE

**Learning  
Activity**

## Question

**LEARNING ACTIVITY TWO**

Why is it important that a digital projector have time to cool down before shutting the power off?

SAMPLE SAMPLE



## SELF ASSESSMENT

Self assessment is where you ask yourself certain questions to ensure you have understood what you have learned while reading this manual and completing the learning activities.

This unit requires you the student or trainee at the completion of your training to have a certain level of 'Required Knowledge' in which you would be need to have acquired and in which you will be assessed on.

This self assessment section reviews this required knowledge by way of questions and if you are able to say YES to all of them you can be confident your assessment will be satisfactory.

- ☆ Do you remember how some of the following components of digital devices such as Smartphones, tablets or digital cameras are used:
  - A) Chargers?
  - B) Earphones?
  - C) Memory Cards/Adaptors?
  - D) Lens?
- ☆ Can you recall how the following access procedures to a digital device operate:
  - A) PIN?
  - B) Username/Passwords?
- ☆ Are you able to explain how to alter or adjust basic settings on the following:
  - A) Smartphones?
  - B) Tablets?
  - C) Digital Cameras?
- ☆ Do you know how to use the 'Power Management Setting' on the following devices in order to minimise power consumption:
  - A) Smartphones?
  - B) Tablets?
  - C) Digital Cameras?
- ☆ Can you describe how to perform the following procedures on a Smartphone or tablet:
  - A) Adding Icons?
  - B) Moving Icons?

- ☆ Are you able to understand what the term 'tethering' refers to as well as the steps to follow in order to do this with a smartphone or laptop?
- ☆ Do you know how to connect and use external storage devices in order to download data to these devices?
- ☆ Can you describe the methods to use in order to connect to a computer using a computer device as well as using printer settings to print data?
- ☆ Are you able to understand how to access the following audio/visual devices in order to view and play multimedia files:
  - A) External Monitor?
  - B) Data (digital) Projectors?
  - C) Speakers?
  - D) Headsets?
- ☆ Do you remember the steps to following in order to save current work as well as backup data on the following devices:
  - A) Smartphones?
  - B) Tablets?

If there were any questions that you were unable to confidently say YES to, we encourage you to review the information again in this manual and if needed seek the assistance of your teacher or trainer.

## NOTES

SAMPLE SAMPLE