

ICT - Information and Communications Technology

ICT10115

Cert. I in Information, Digital Media and Technology

Unit

ICTICT104

Use digital devices

This is a SAMPLE document

Not to be used for training purposes

May not be a complete document

Student/Trainee Manual



SAMPLE ONLY

**Passing Lane Pty Ltd
PO Box 975
COWES VICTORIA 3922**

Copyright 2019

All rights reserved.

All Passing Lane materials have been provided to an educational or training organisation under an institutional license agreement.

An outline of this agreement can be viewed on the Passing Lane website at www.passinglane.com.au.

The use of these materials without a valid and current licence agreement is strictly prohibited.

Any requests for further information regards the Passing Lane licence agreement can be sought directly from Passing Lane Pty Ltd.

MATERIALS PUBLISHED IN AUSTRALIA

Disclaimer

The information in this document has been developed using information and reference sources considered to be reliable.

Passing Lane Pty Ltd, its employees and contracted content developers accept no responsibility as to any errors or omissions or any loss or damage of any kind caused by using this manual and no warranty is provided as to the reliability of any sources or correctness of the information within this document.

STUDENT/TRAINEE DETAILS

Student/Trainee Name

Student/Trainee Email

Teacher / Trainer Name

School / Institution / Training Organisation / Employer

TABLE OF CONTENTS

Introduction	Page 5
Unit of Competency Overview	Page 8
Section One	
<i>Prepare to use the digital device</i>	Page 9
Section Two	
<i>Set up and use the digital device</i>	Page 61
Section Three	
<i>Access and use basic connectivity devices</i>	Page 83
Section Four	
<i>Shut down digital device</i>	Page 134
Self Assessment	Page 149

SAMPLE ONLY

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.

**Learning
Activity**

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

SAMPLE ONLY

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 address this unit.

ICTICT104 - USE DIGITAL DEVICES

ELEMENT	PERFORMANCE CRITERIA
1. Prepare to use the digital device	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
2. Set up and use the digital device	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
3. Access and use basic connectivity devices	3.1 Connect to external digital devices, such as computer devices or storage devices, to retrieve, copy, move and save information 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
4. Shut down digital device	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

Passing Lane acknowledges that the copyright ownership of the above information is the Commonwealth of Australia and this extract has been provided for reference purposes only.

Section One

Prepare to Use the Digital Device

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

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:

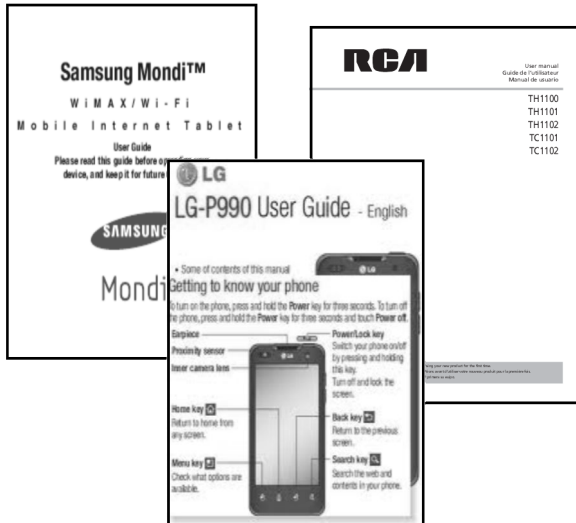
- ☆ Basic features of the device
- ☆ Start up and shutdown procedures
- ☆ Connectivity details and instructions
- ☆ Care and maintenance of the device
- ☆ Troubleshooting assistance

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.



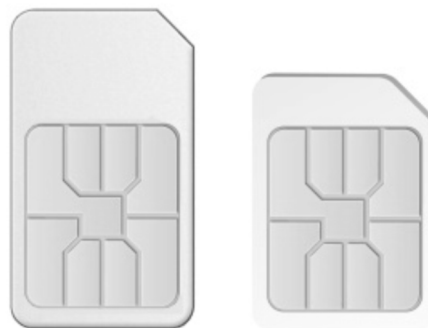
Digital camera charger

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.

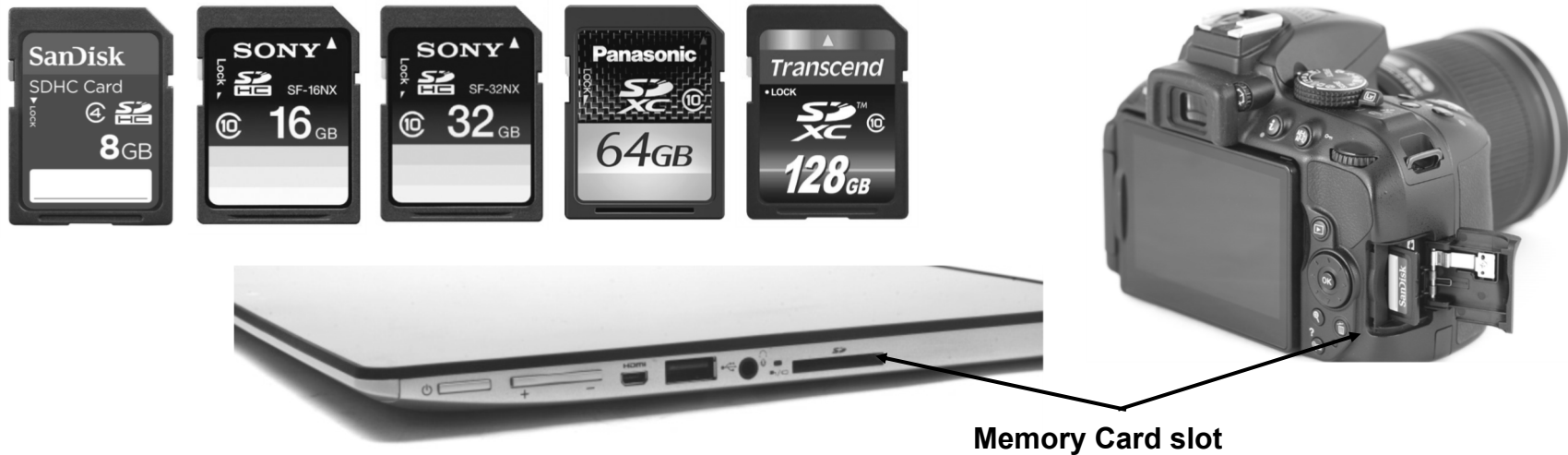


Standard

Micro

SAMPLE ONLY

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

SAMPLE ONLY

SAMPLE ONLY

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 ONLY**

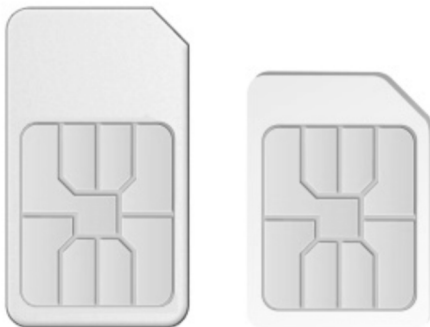
**Learning
Activity****SAMPLE ONLY****Task****LEARNING ACTIVITY ONE**

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

SAMPLE ONLY

**Learning
Activity****SAMPLE ONLY****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 ONLY**

TURN ON AND FOLLOW ACCESS PROCEDURES TO ACTIVATE THE DIGITAL DEVICE

SAMPLE ONLY

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”.

**SAMPLE ONLY**

SAMPLE ONLY

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.

**SAMPLE ONLY**

**Learning
Activity****SAMPLE ONLY****Question****LEARNING ACTIVITY THREE**

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

SAMPLE ONLY

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.

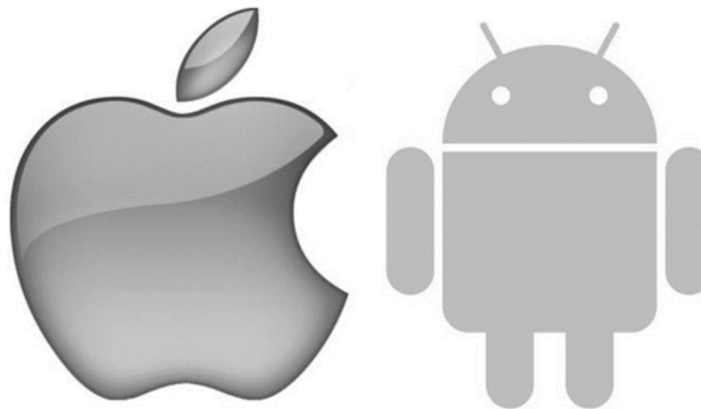
Over the next few pages we will look at those basic settings on a Smartphone, tablet and a digital camera.

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 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.

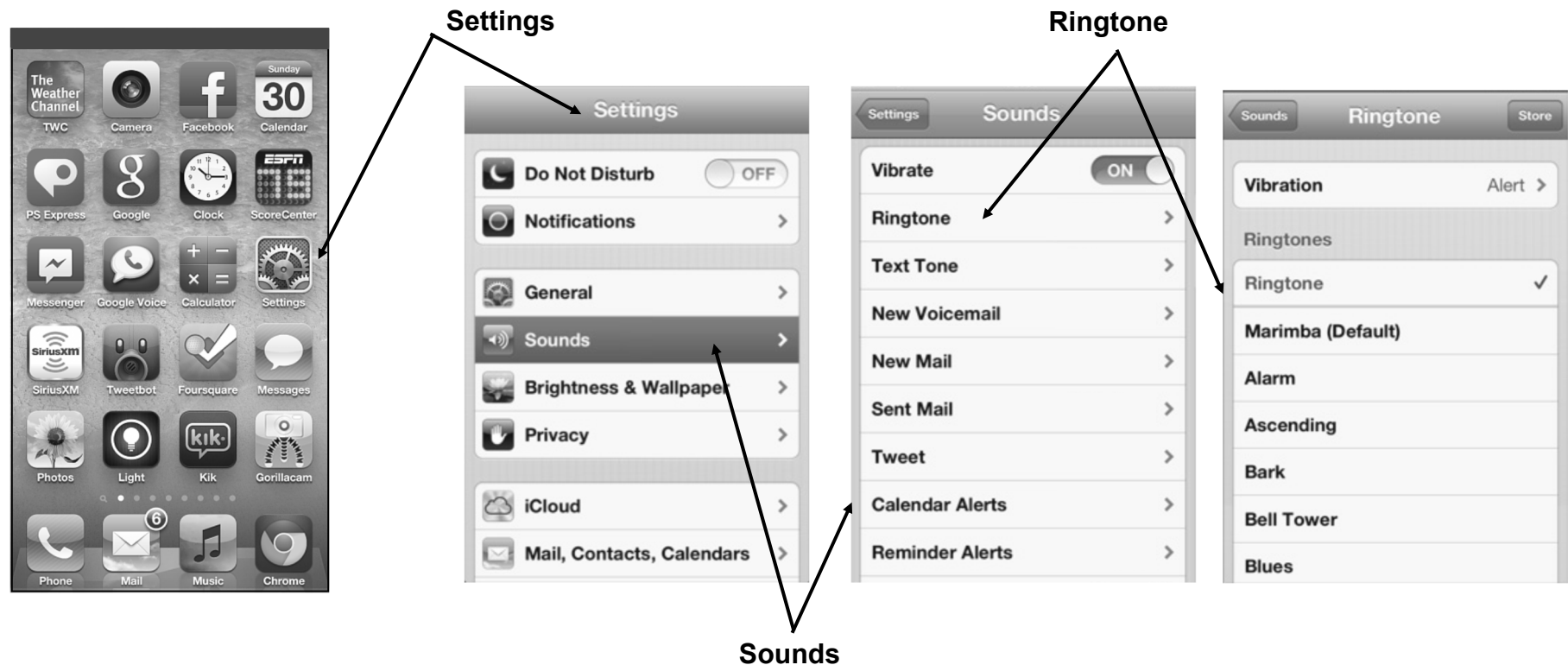
The most common basic settings for a Smartphone are its “Ringtones”. There are two main types of Ringtones:

- ☆ Incoming call
- ☆ Incoming text message

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

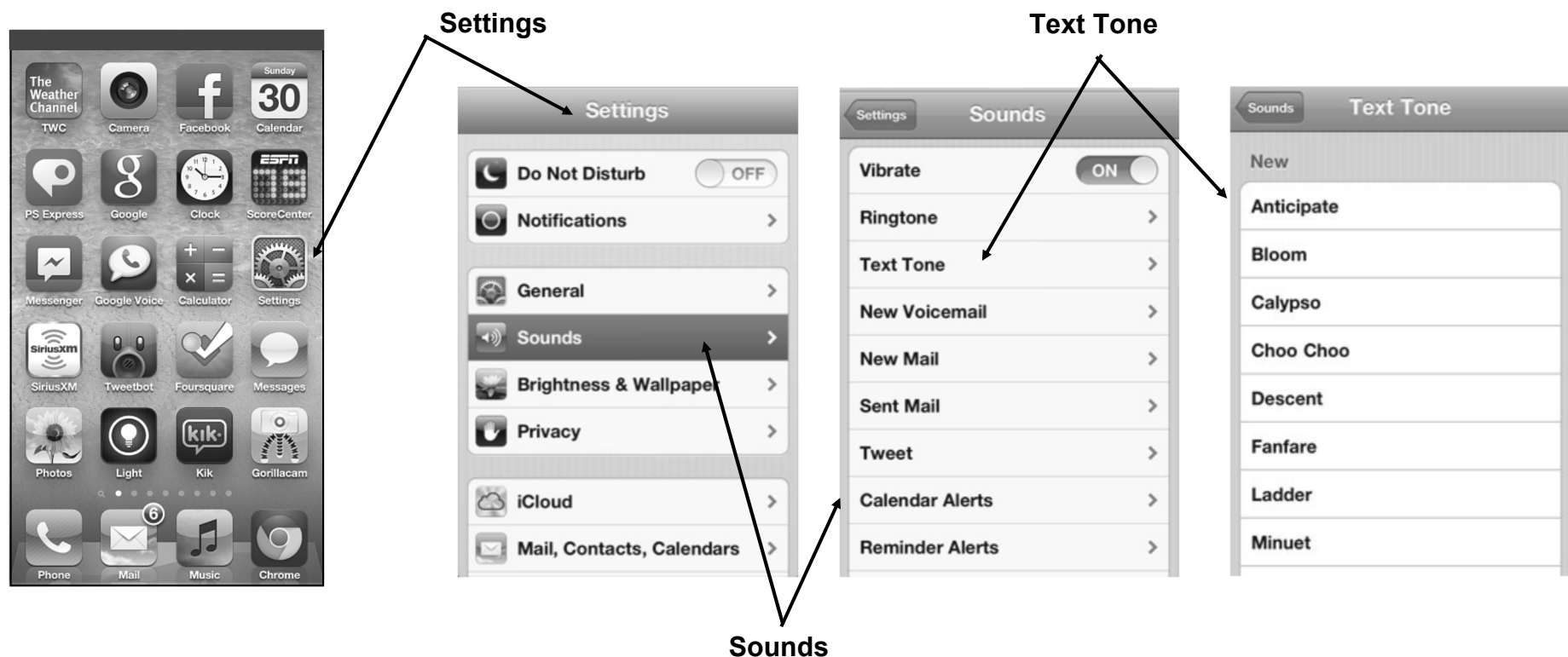
On the **Apple iPhone** you would tap the “Settings” button on the “Home Screen” with your finger. A new window would appear, where you would tap a line called “Sounds”.

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.



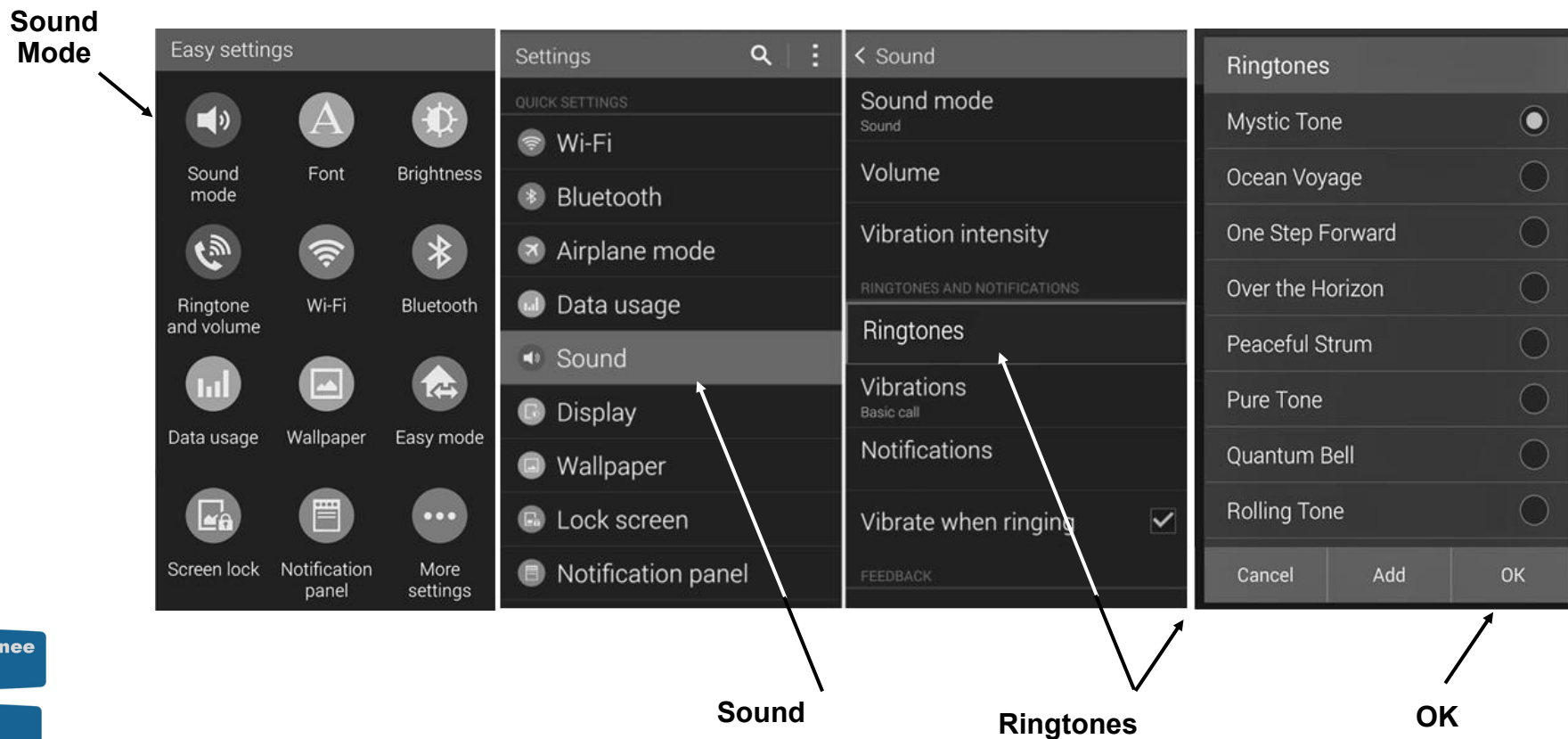
SAMPLE ONLY

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.

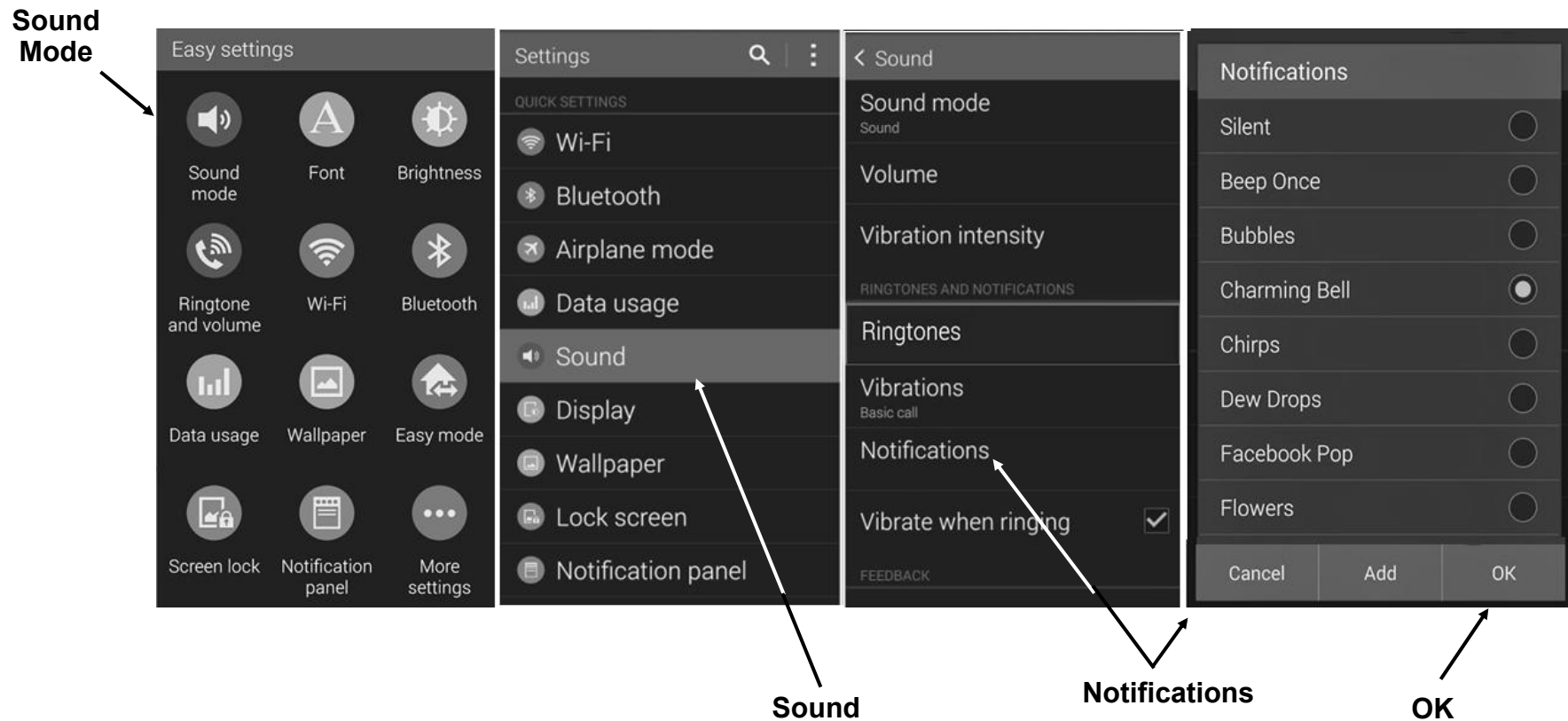
**SAMPLE ONLY**

SAMPLE ONLY

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.

**SAMPLE ONLY**

ALTERING A SMARTPHONE SCREEN ENVIRONMENT

SAMPLE ONLY

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”.

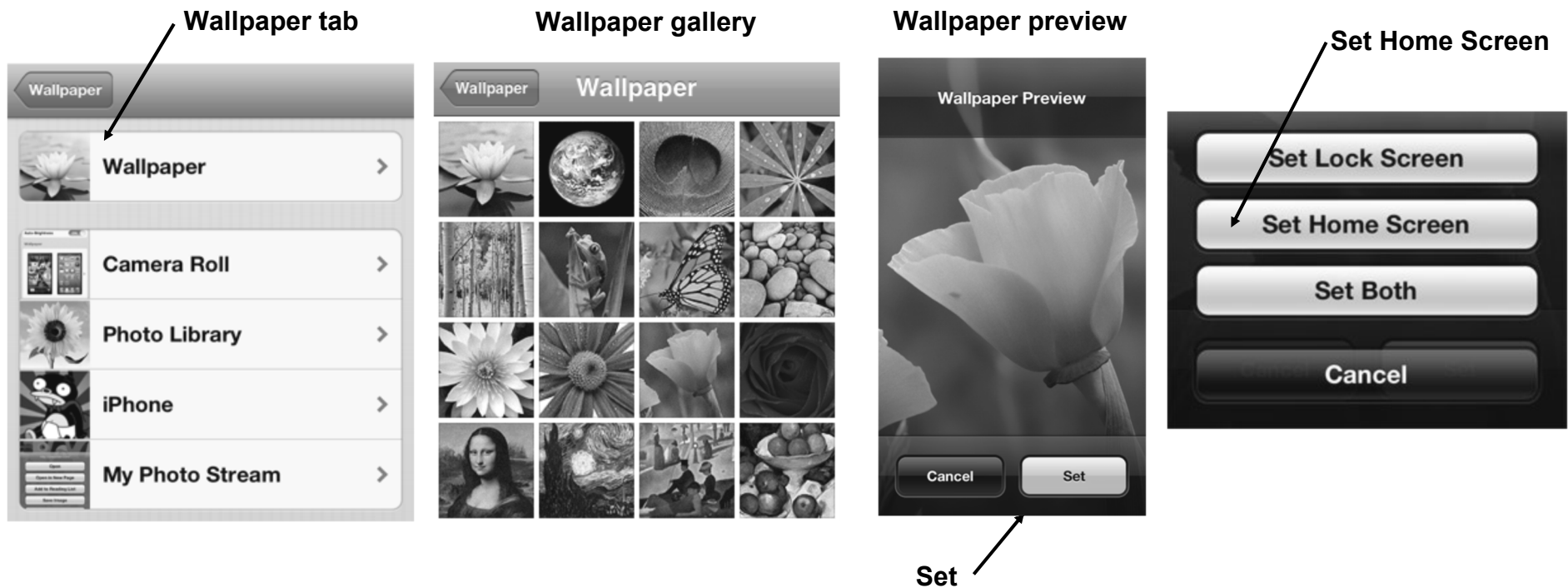
Under this “Slider” is a box that says “Wallpaper”. This is where you would choose what the “Home Screen” background on your Smartphone would look like. You tap anywhere in this box with your finger.

**SAMPLE ONLY**

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.

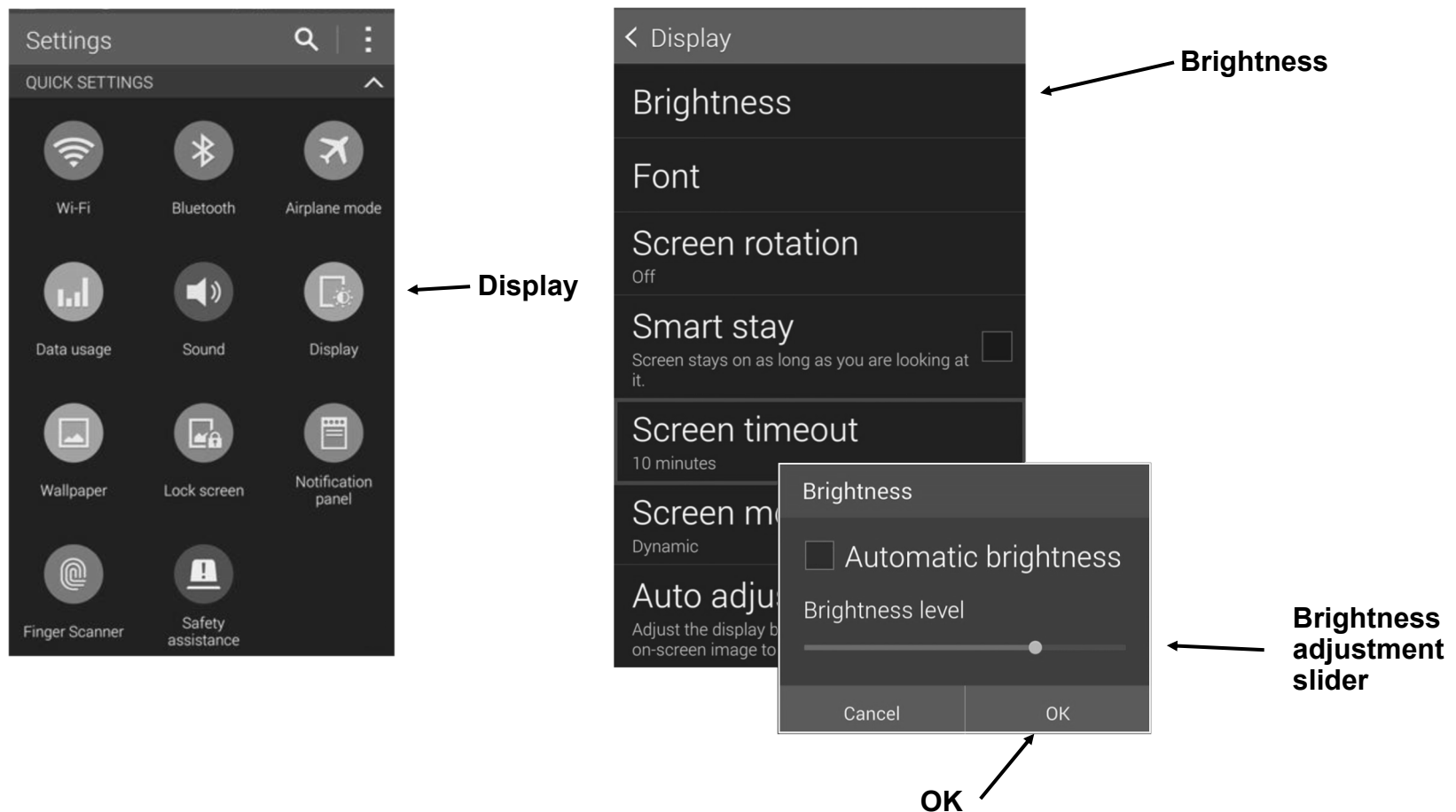


SAMPLE ONLY

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

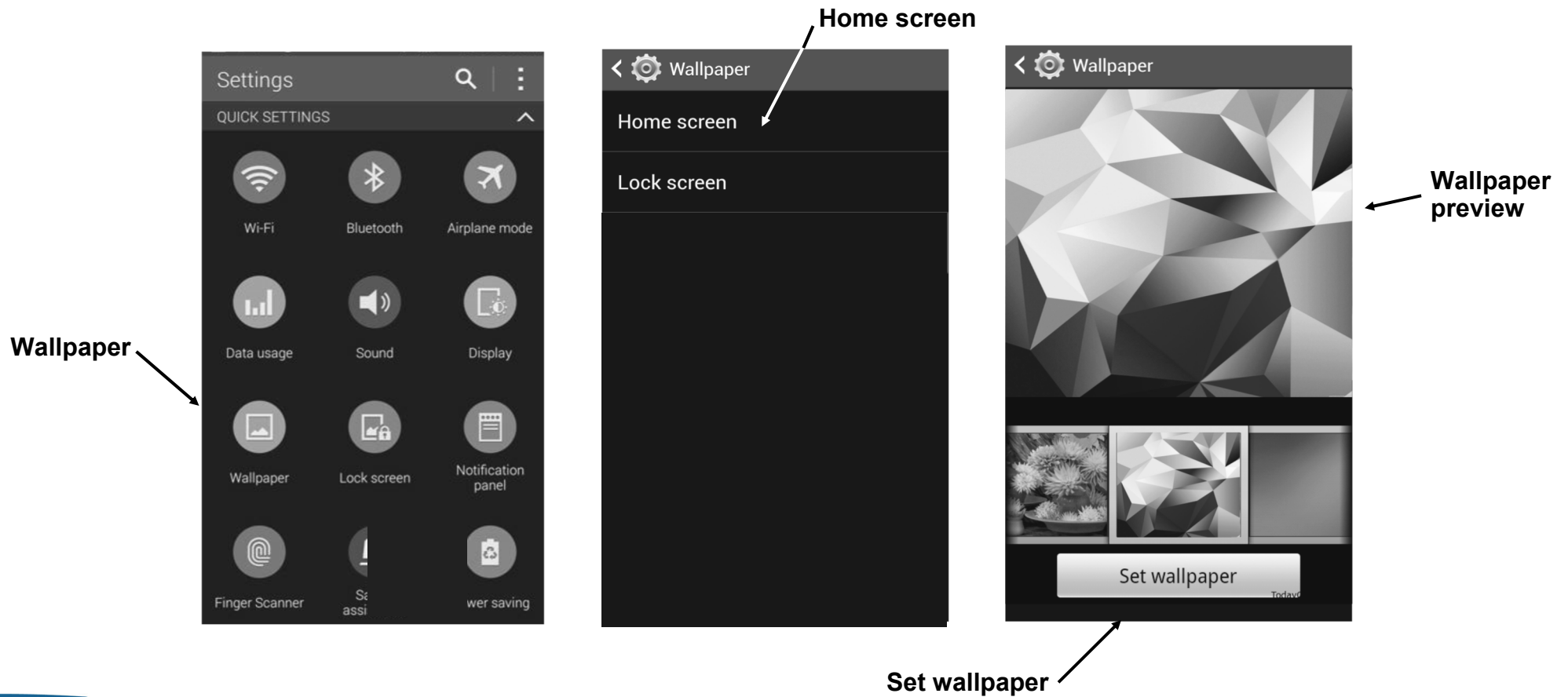
You first tap on “Apps” and then on “Settings” just as you did to change the ringtones and text message sounds.

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”

**SAMPLE ONLY**

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:

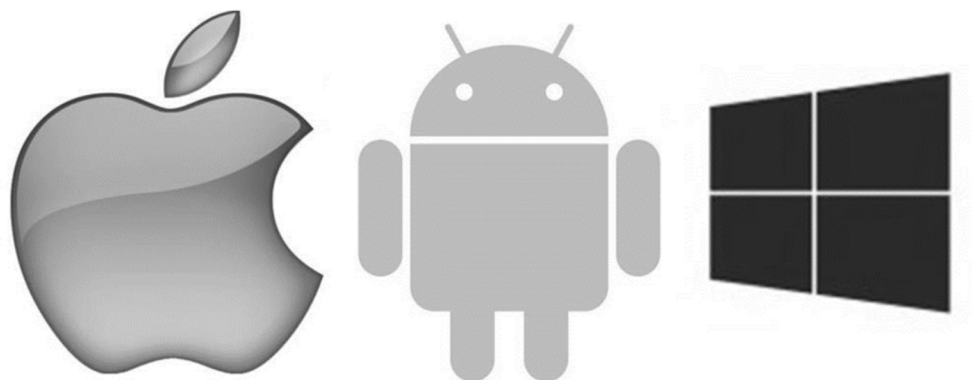
- ☆ Apple iOS
- ☆ Android
- ☆ Windows 10

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

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

Tablets such as Microsoft Surface and Acer use the “Windows 10” operating system software.

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



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.

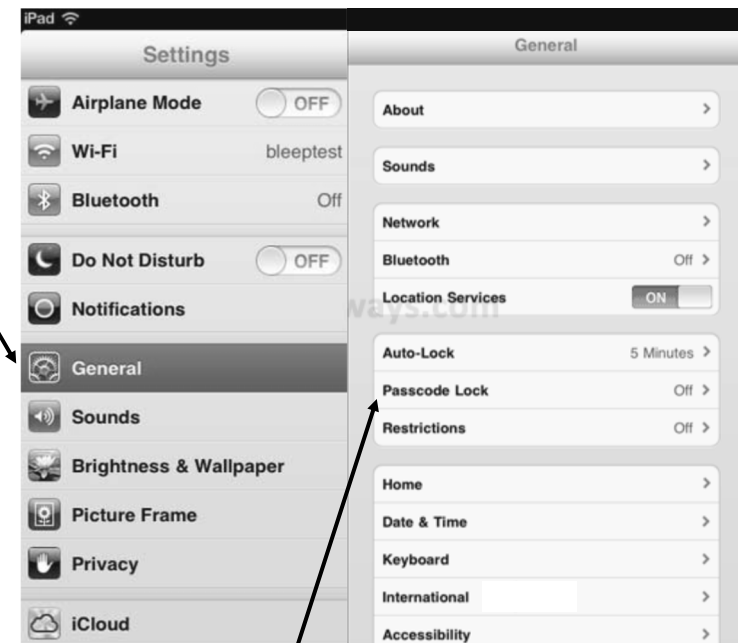
To setup a “Lock Screen” on an **Apple iPad**, you tap on the “Settings” button with your finger. The “Setting Menu” will appear.

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

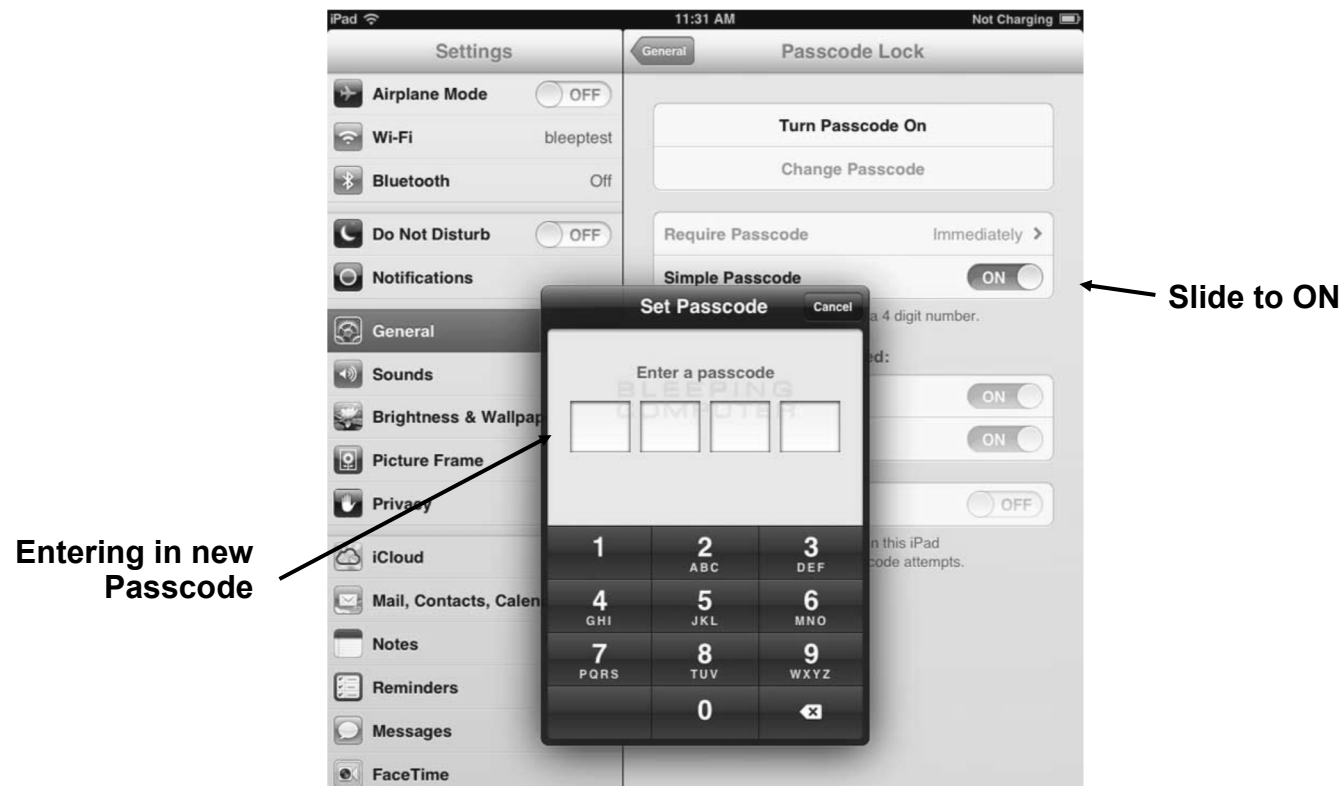


Passcode Lock

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.



SAMPLE ONLY

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

**SAMPLE ONLY**

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.



SAMPLE ONLY

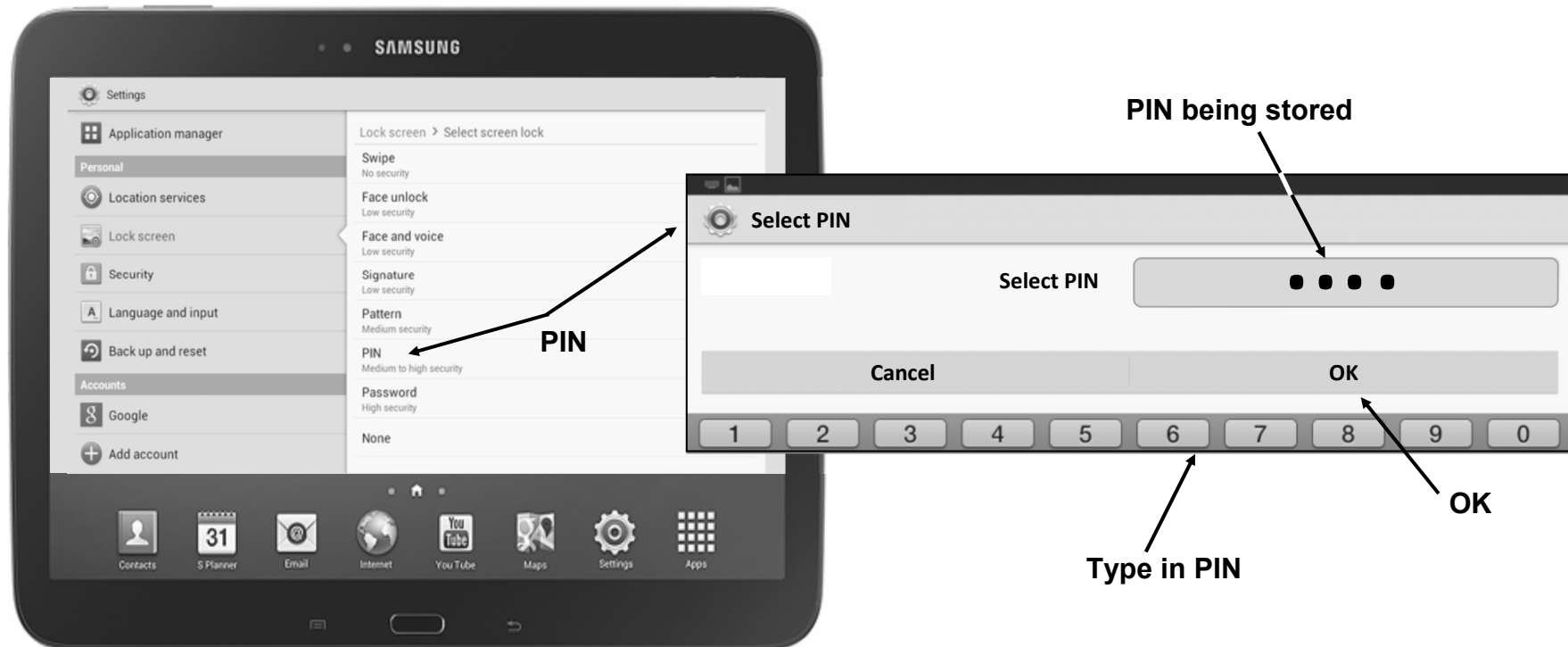
A new screen will appear. This is where you set the type of “Lock Screen” you want.

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.

**SAMPLE ONLY**

SAMPLE ONLY

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 ONLY**

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.

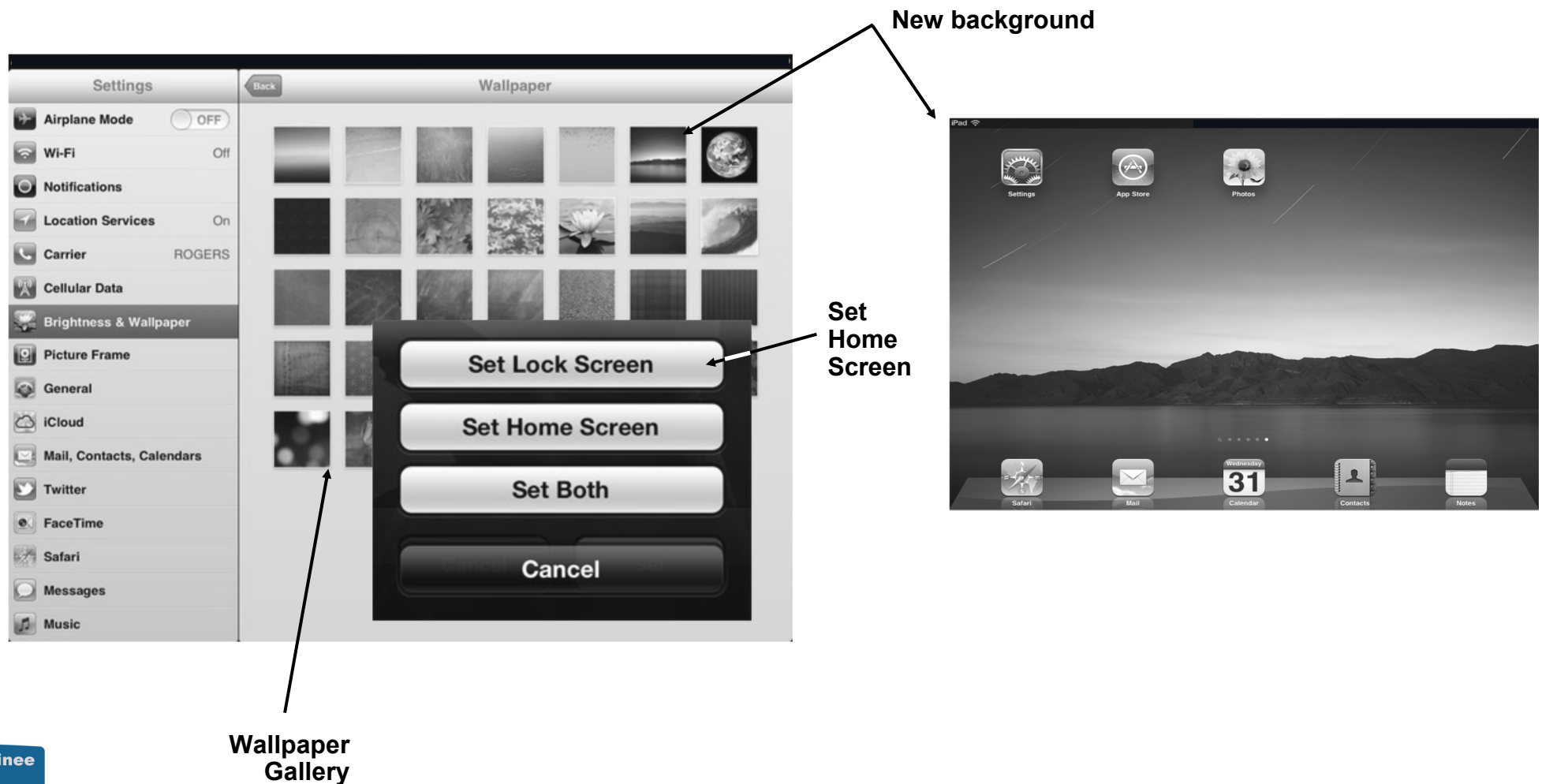


Under the “Brightness” setting “Slider” is a box that is called “Wallpaper”. This is where you would go to change the “Wallpaper” of your iPad. The “Wallpaper” of an Apple iPad is the background of the “Home Screen”.

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”



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.



New background

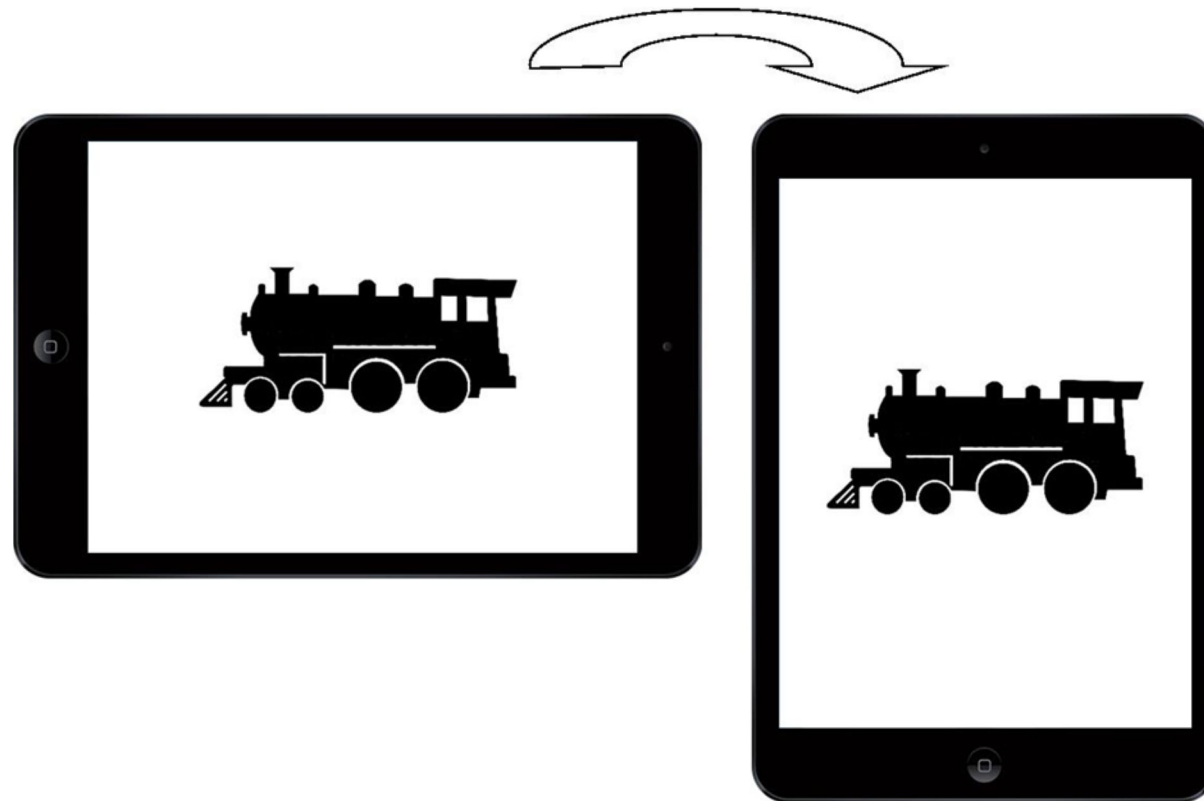
AUTOMATED FEATURES

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 ONLY

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.

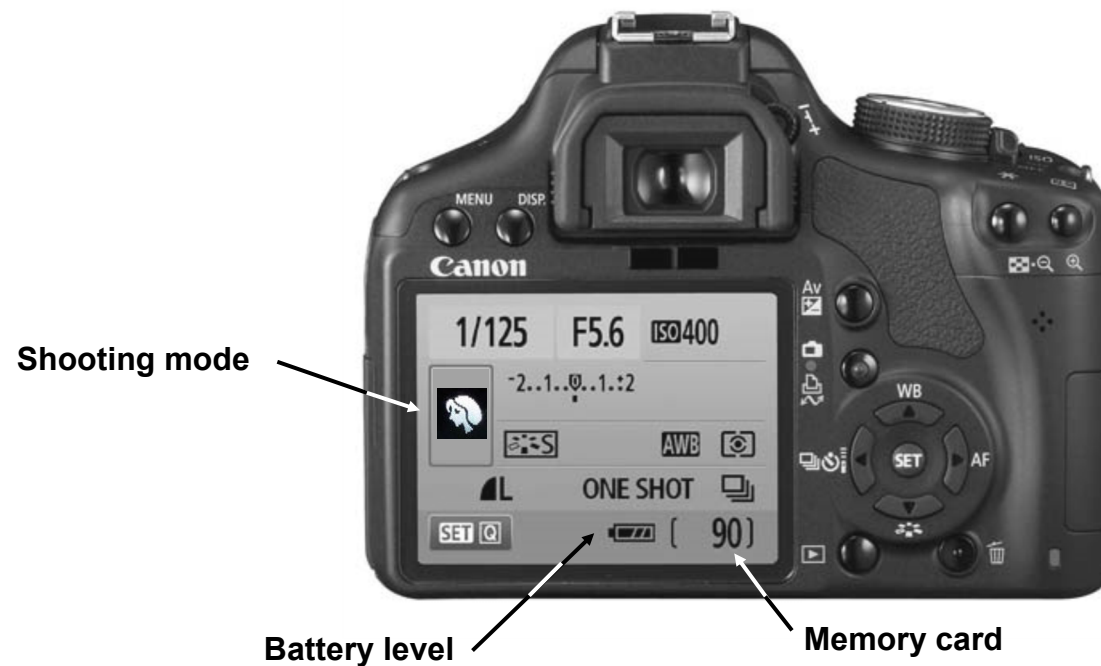
“**Sports**” setting is when you are taking pictures of things that are moving fast such as a car race. “Sports” setting means that the camera will focus quicker on something moving fast and decide whether to use a flash.

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".

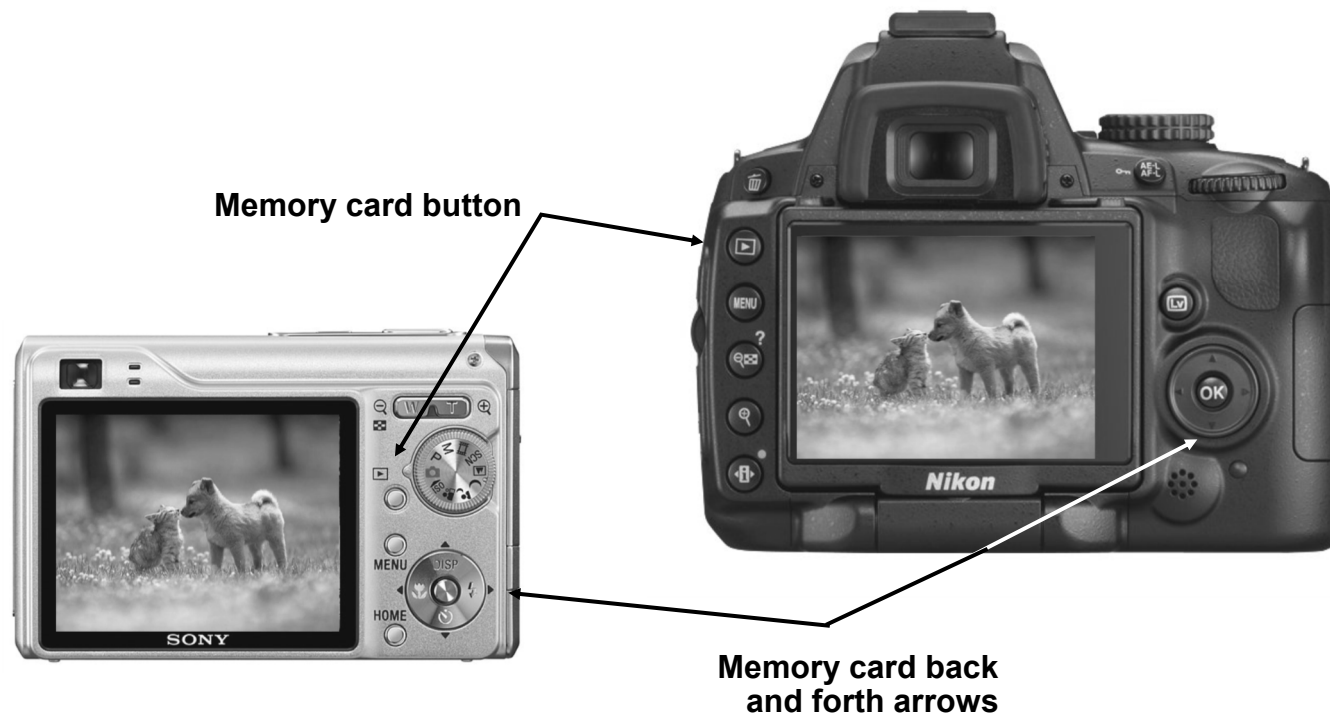


The other thing that a digital camera screen does is show you the pictures you have taken. On the back of the digital camera will be a button that looks like an arrow.

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.

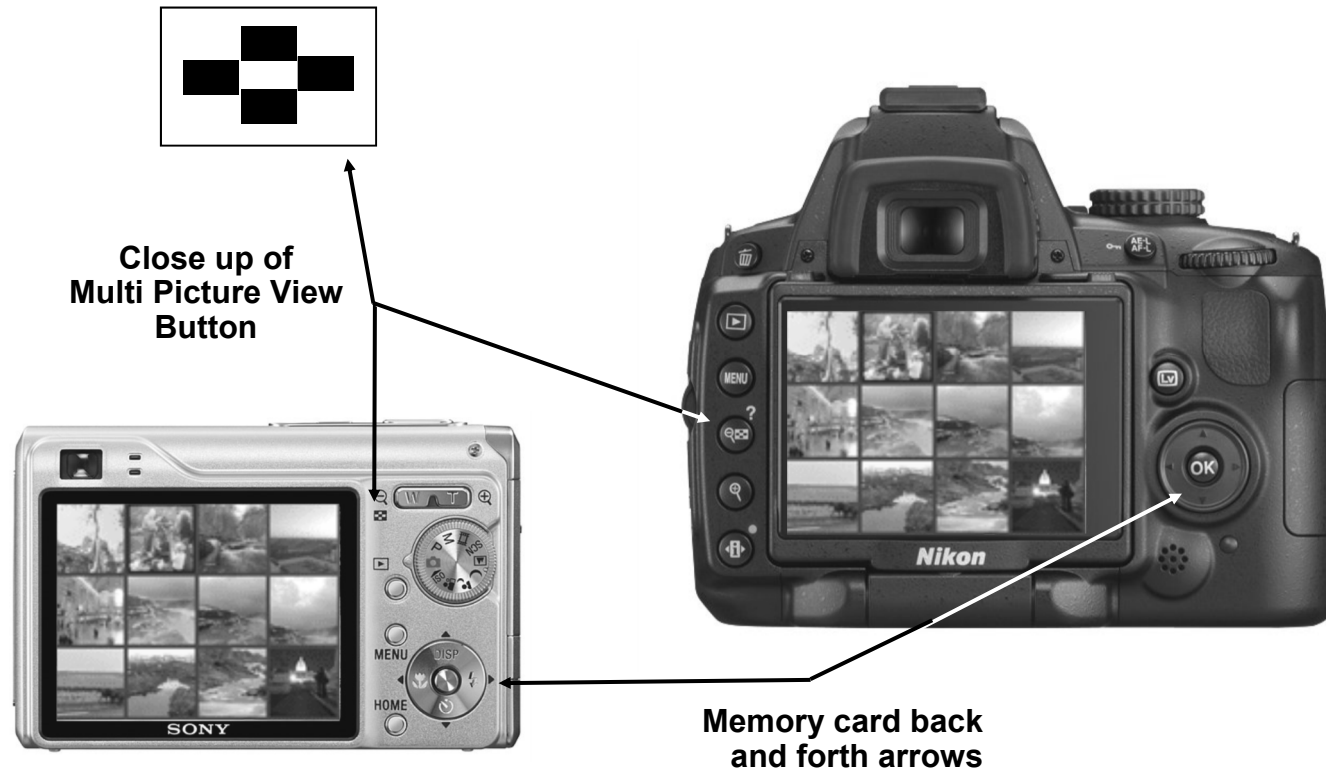


Another screen feature on digital cameras is the “Multi Picture View”. This saves time when you are looking for a certain picture on the “Memory Card”.

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****SAMPLE ONLY****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.

SAMPLE ONLY



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”.

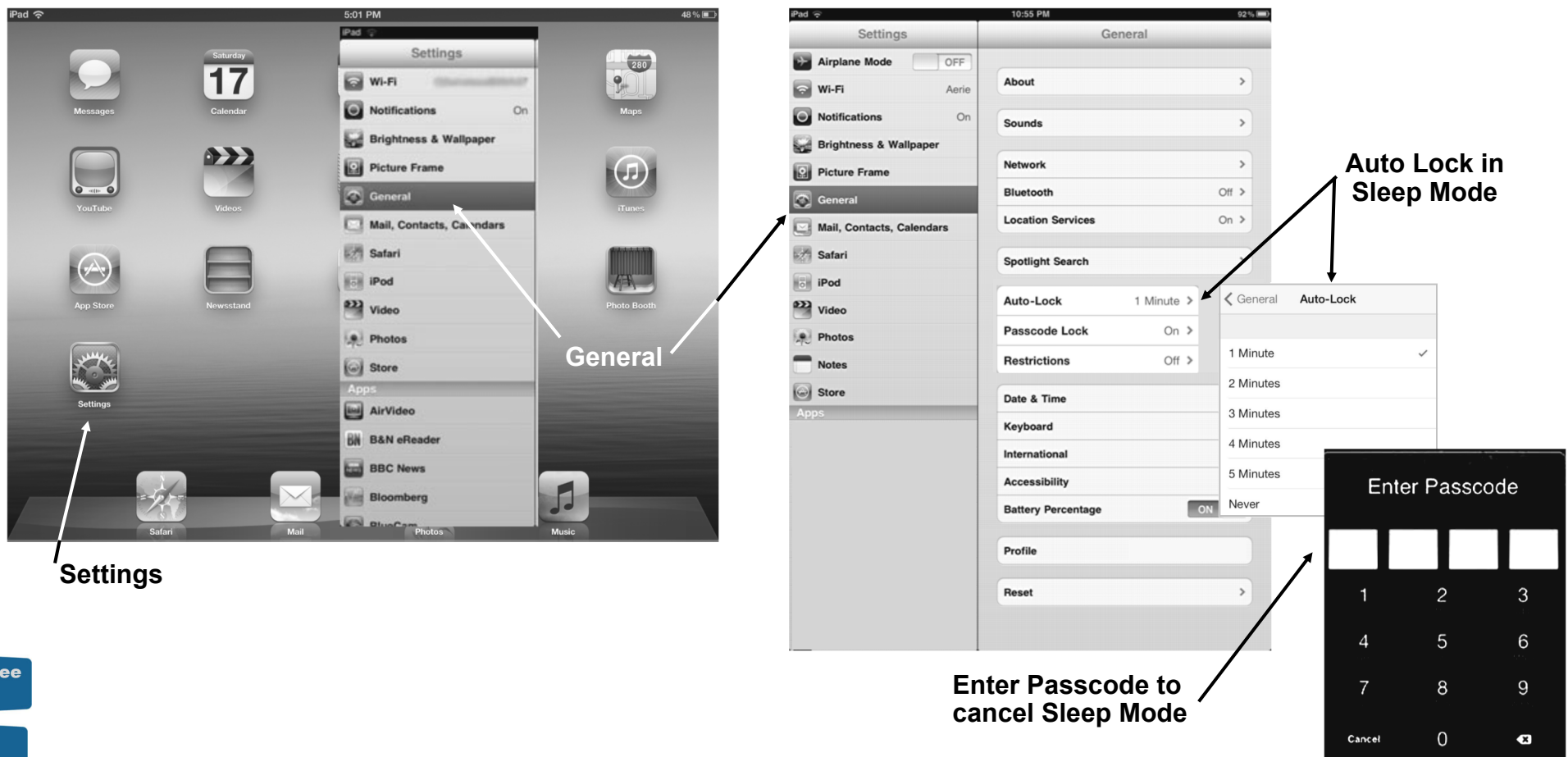
SAMPLE ONLY

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".

**SAMPLE ONLY**

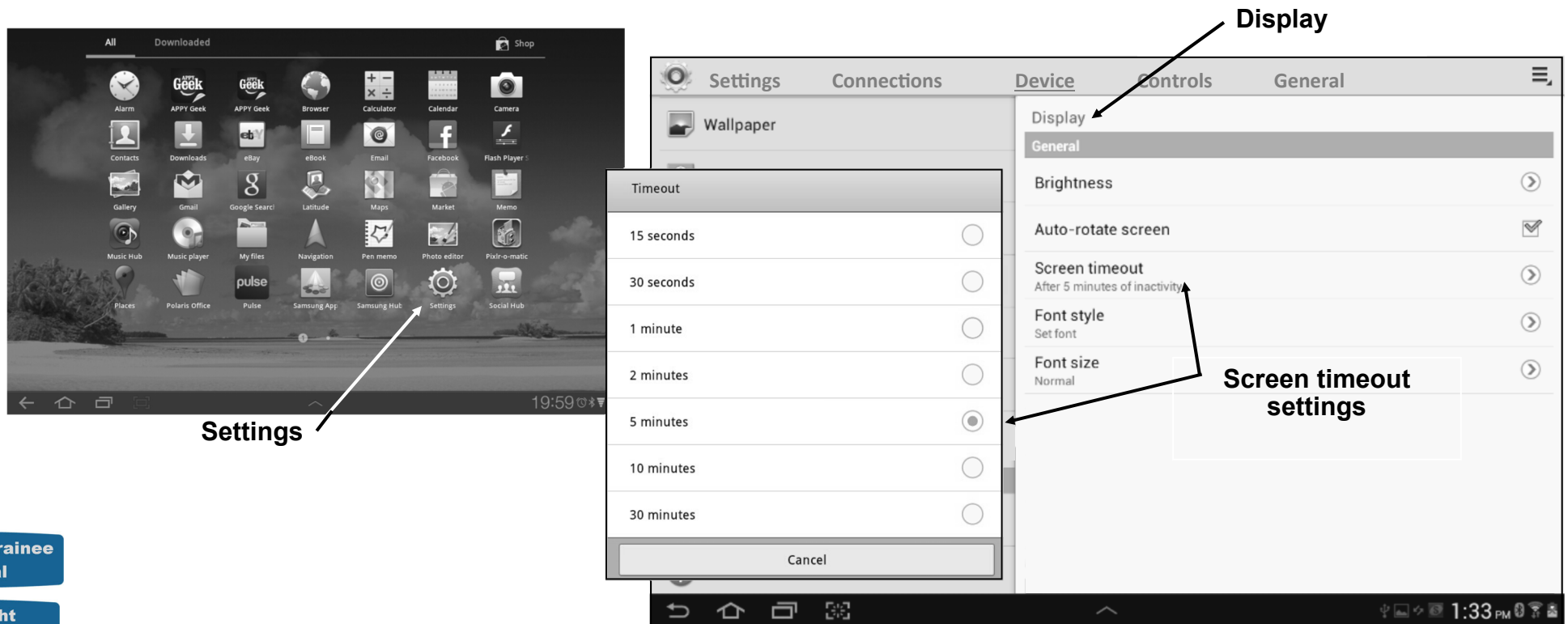
We now look at a popular **Android Samsung** tablet. It too has a “Sleep Mode” called “Screen Time Out”.

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.

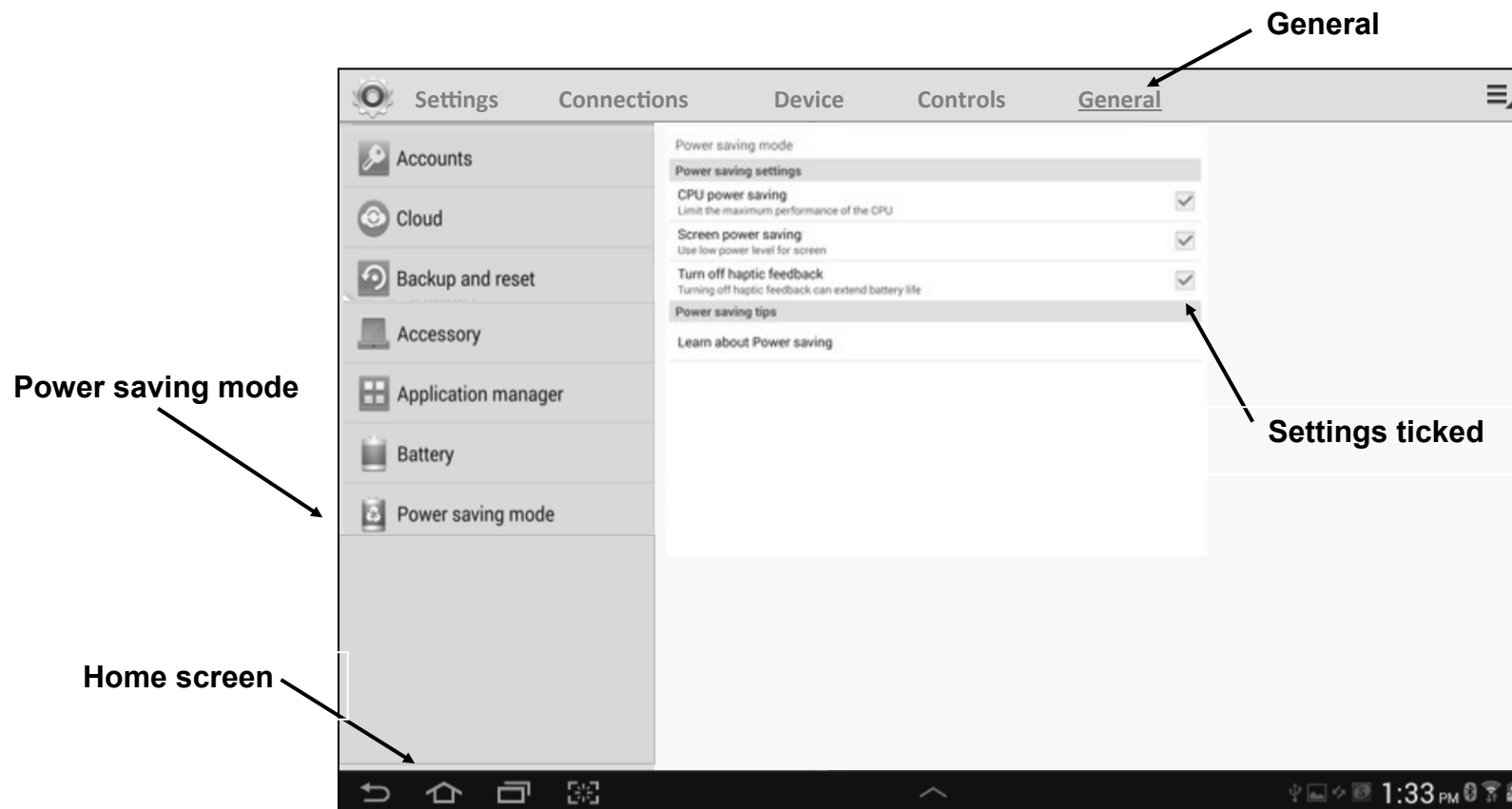
A new window will appear and on the right side is a new menu. You would tap on the tab that says “Display” and a new menu appears. You tap the line that says “Screen Timeout”. Below this line it tells you when the screen on the tablet will ‘go to sleep’. To change this you tap the line that says “Screen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



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.

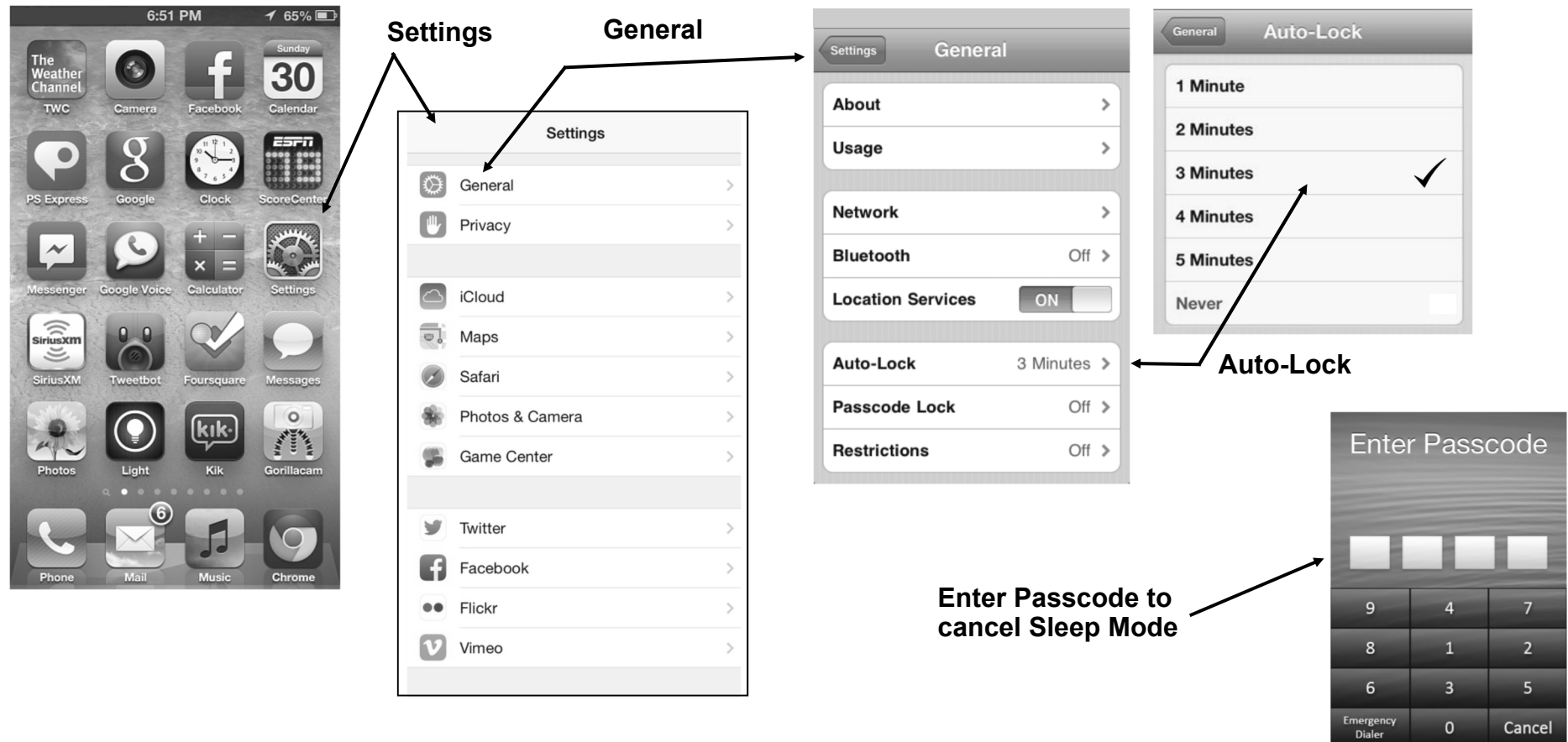


POWER MANAGEMENT SETTINGS ON SMARTPHONES

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.

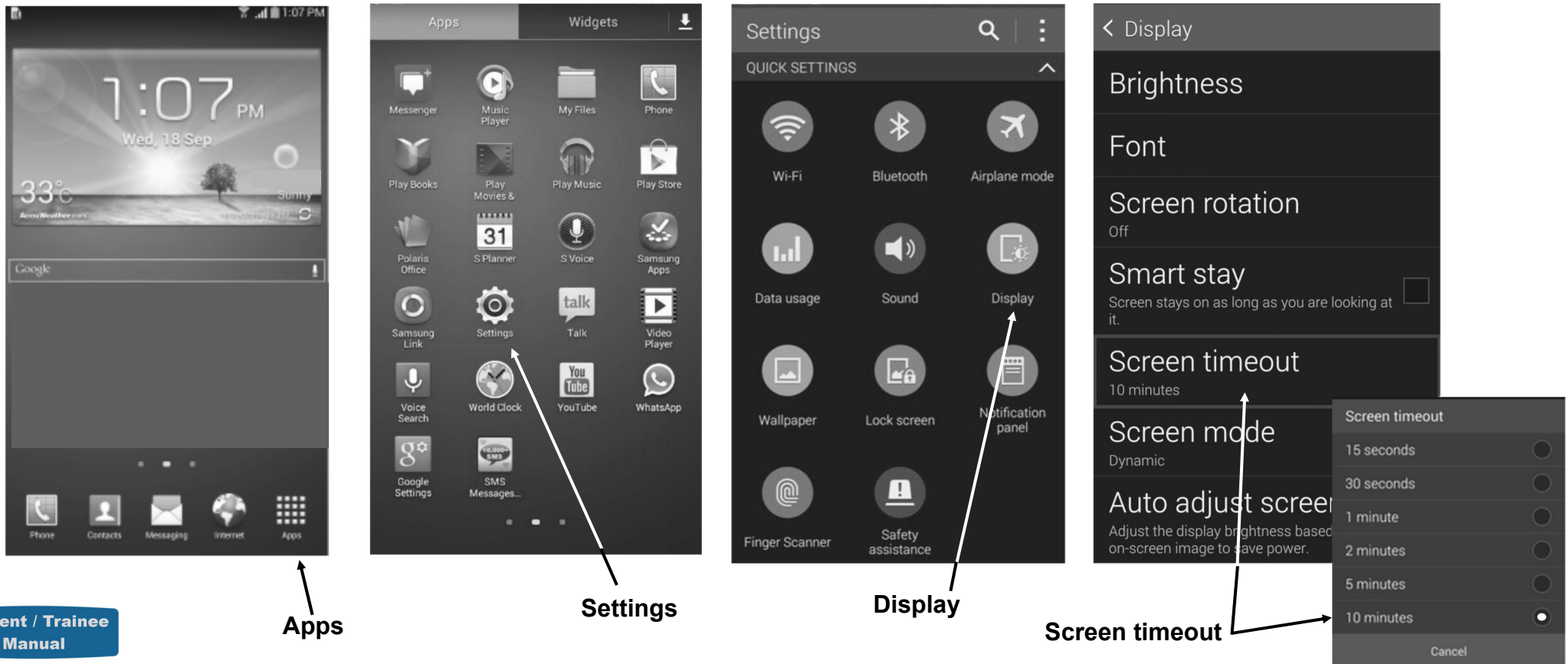
If your iPhone goes into “Sleep Mode” it would also lock the screen. This means that no one could use it unless they knew your “Passcode”. To cancel the “Sleep Mode” you tap the screen and enter your “Passcode”.



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.



Set button

Arrow button



Top view and reduce size

**Learning
Activity****SAMPLE ONLY****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.

SAMPLE ONLY

Section Two

Set up and Use the Digital Device

USE DIGITAL DEVICES

SECTION TWO—SET UP AND USE THE DIGITAL DEVICE

INTRODUCTION

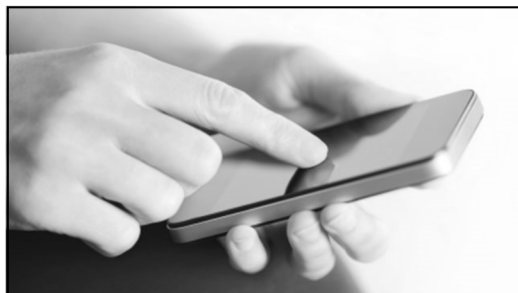
The following section is somewhat of a review that Section One went through. However, in addition to what you learned in Section One, we will look at the screen icons and how you can add more screen icons and move them around the screen of the digital device.

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.

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).

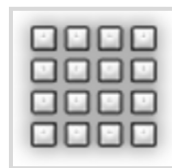
There were also automatic screen adjustments in Smartphones and tablets. One main one was the automatic screen rotation feature, where you can view the screen of a Smartphone or a tablet in either "Portrait" or "Landscape" orientation.

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

SAMPLE ONLY

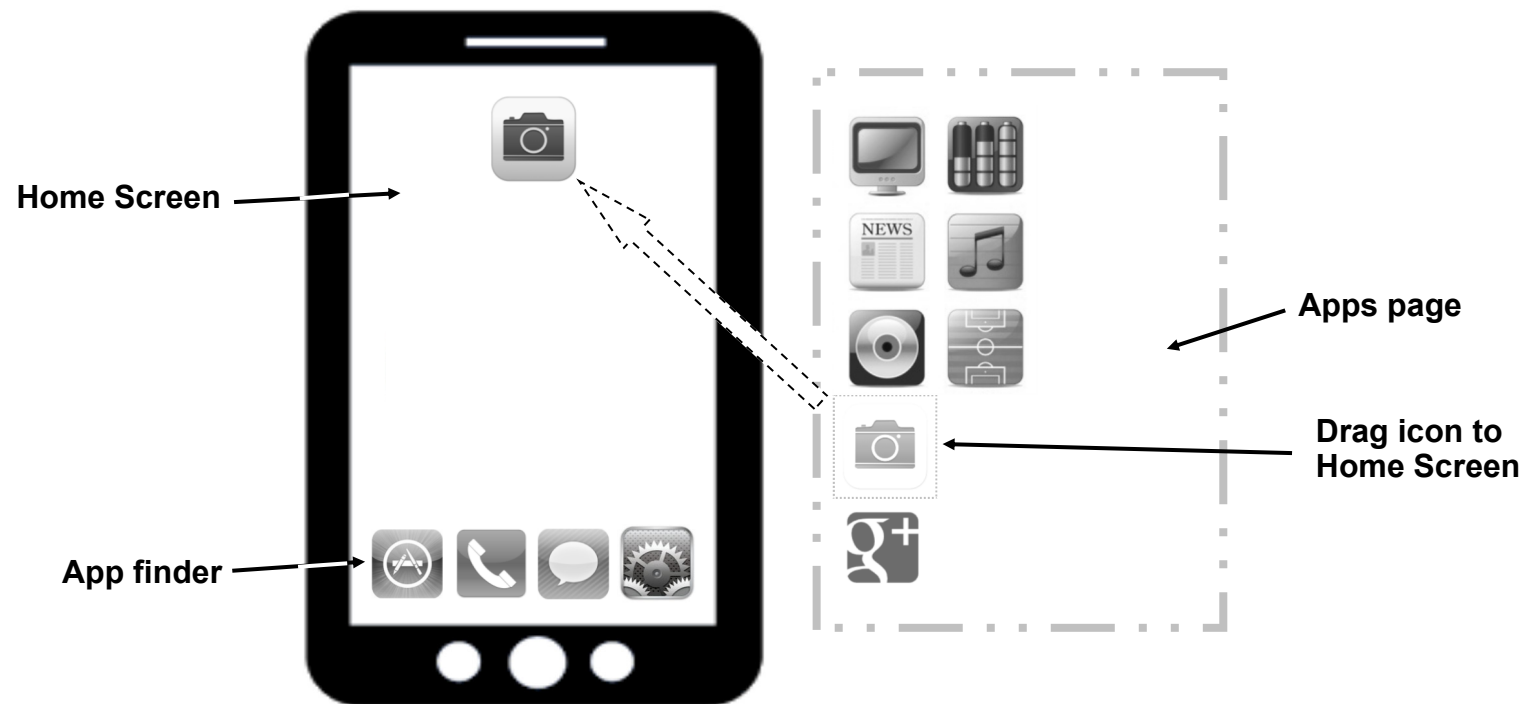
The icons people usually add to their “Home Screen” are “Apps” they would often use.

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”.

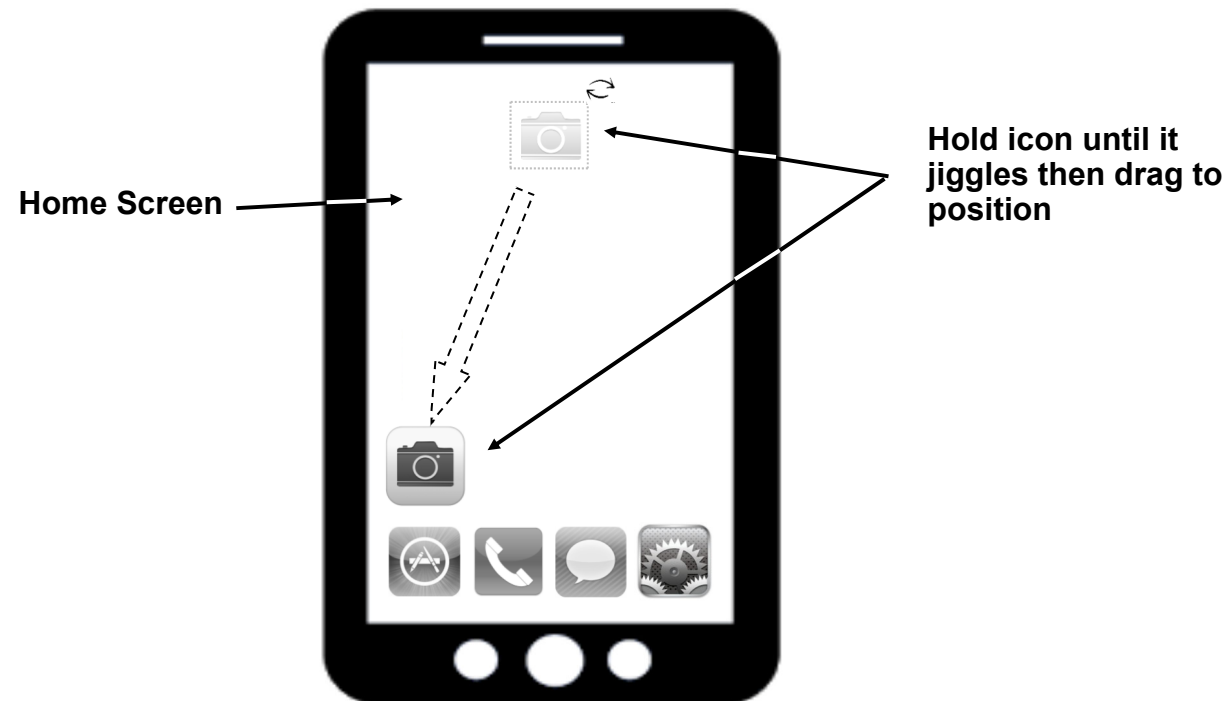
**SAMPLE ONLY**

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.

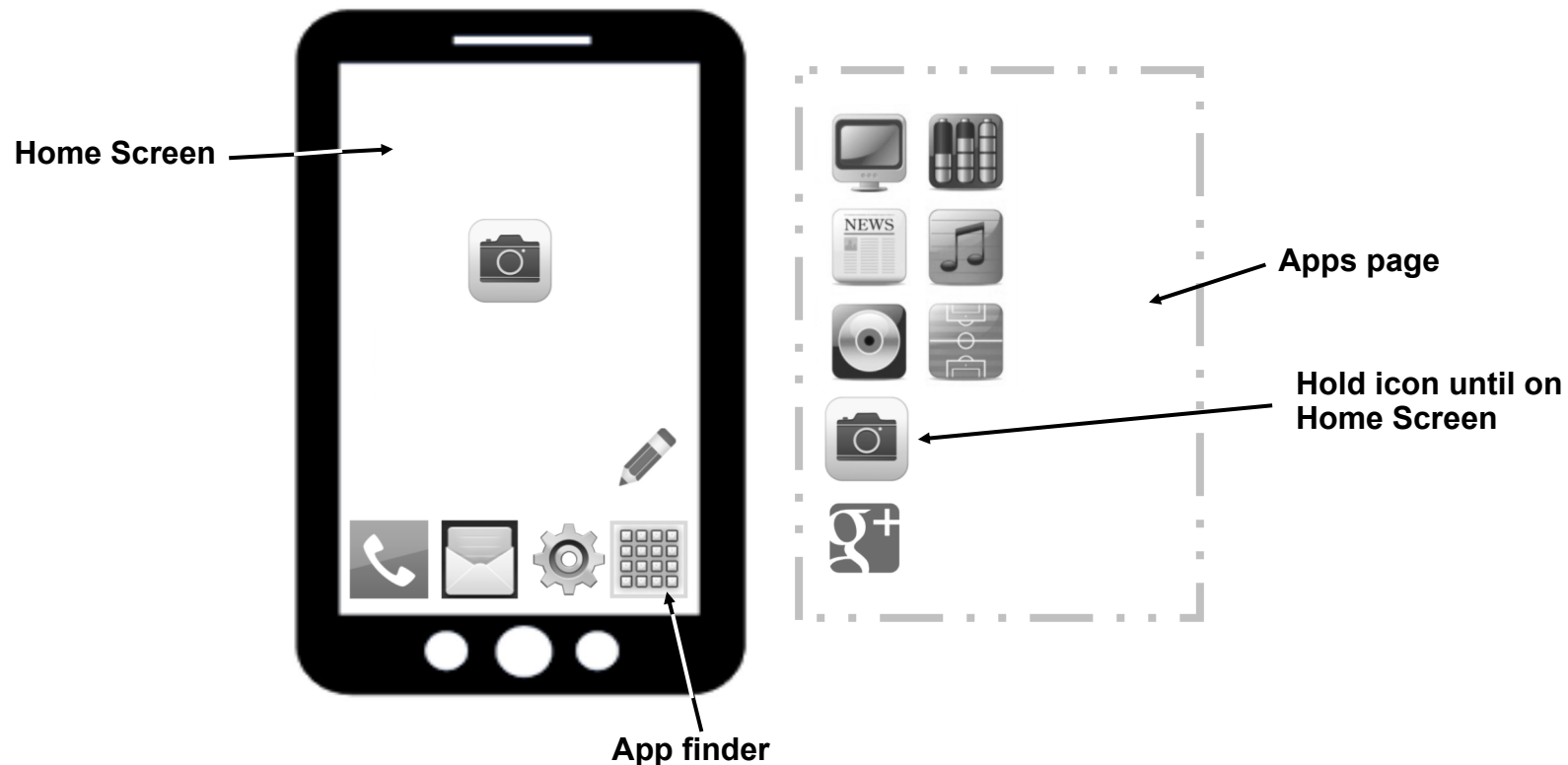


If you have an **“Android” Smartphone**, you can also add and move “App” icons on the “Home Screen”.

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”.

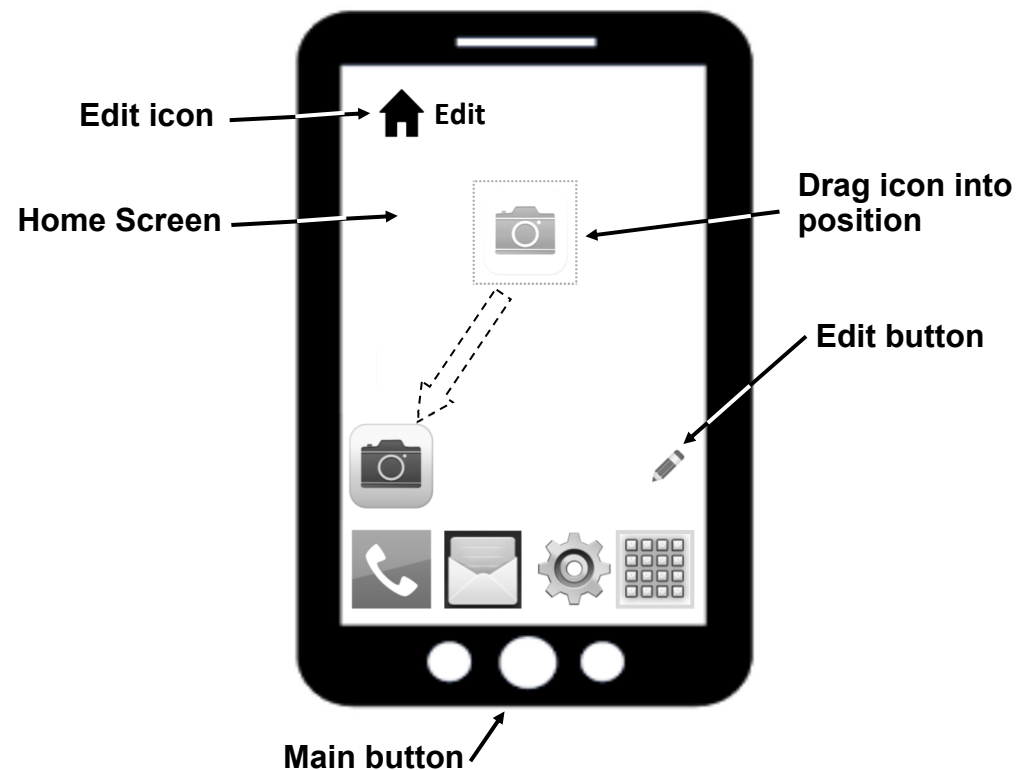


To move “App” icons on the “Home Screen” you tap the “Edit” icon on the “Home Screen”. The “Edit” icon looks like a small pencil.

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

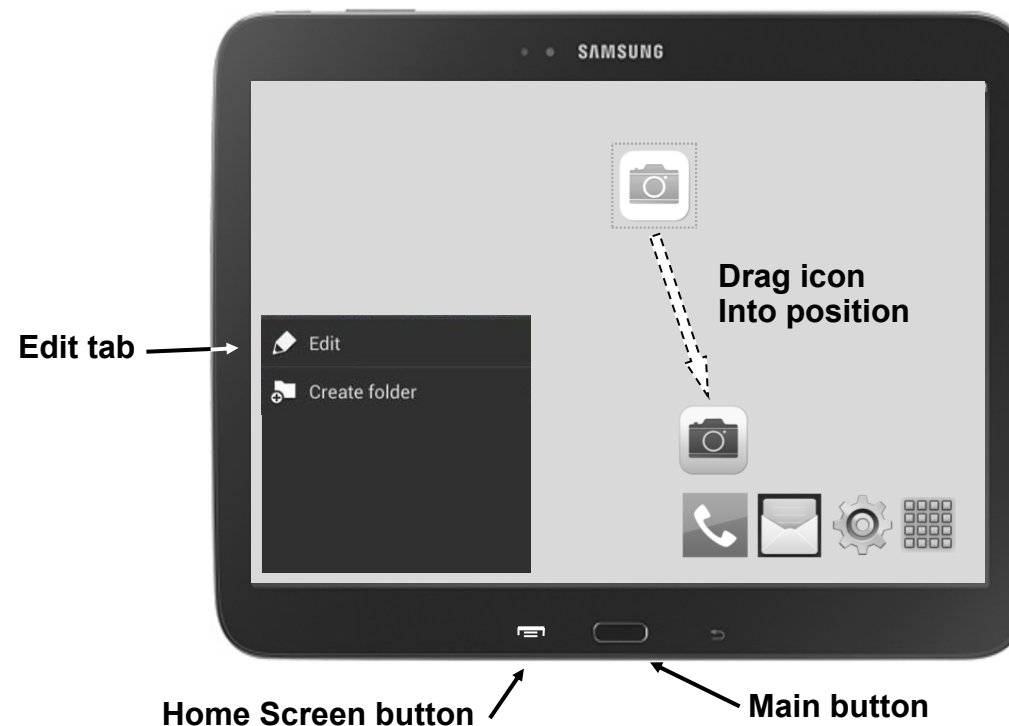
The method of adding icons on an Apple iPad and on an Android tablet are exactly the same steps as those you would use when you were adding icons on an Apple iPhone and on an Android Smartphone.

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****SAMPLE ONLY****Task****LEARNING ACTIVITY ONE**

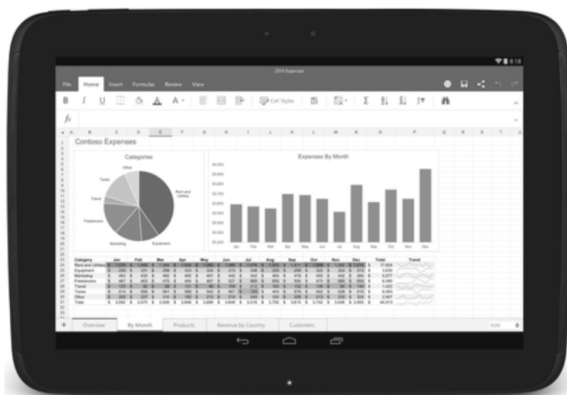
To successfully complete this unit you are required to demonstrate your ability to add and move application icons on a digital device.

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.

SAMPLE ONLY



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.

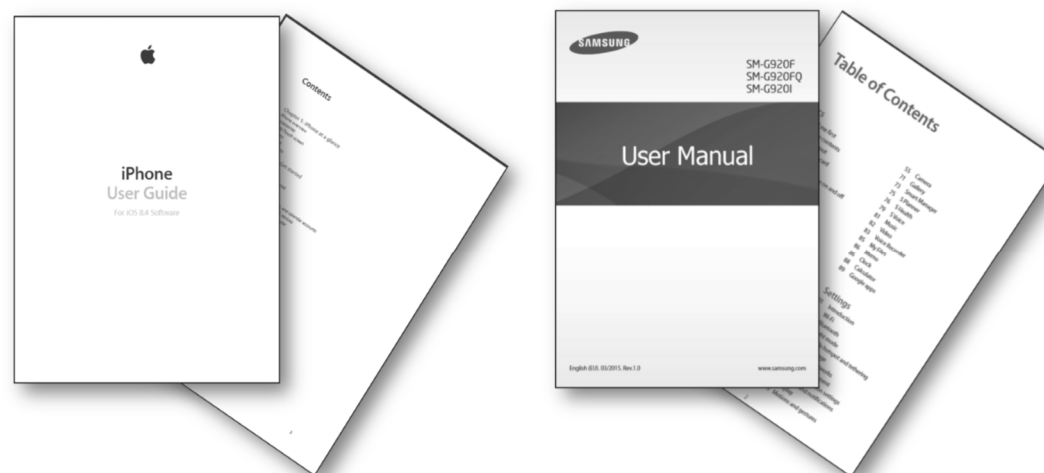
These can be saved on folders on the tablets and edited as required. Later in these training materials we will learn how to save, retrieve, move and save information on digital devices as well as printing information as required.

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

SAMPLE ONLY

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.

**SAMPLE ONLY**

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.



SAMPLE ONLY

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.

**SAMPLE ONLY**

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.



SAMPLE ONLY

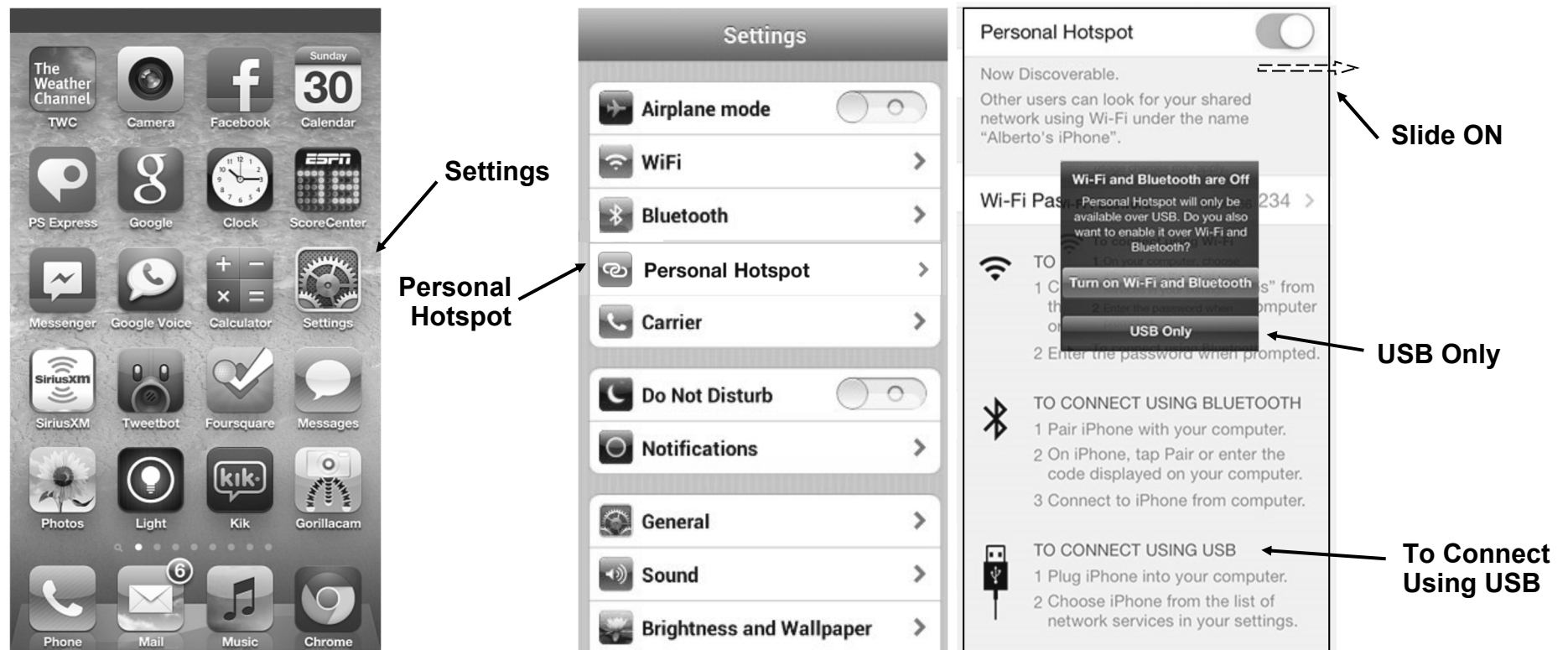
You can also tether a Smartphone to a PC Laptop. To “Tether” an **Apple iPhone** to a PC Laptop, you **first** need to connect the Smartphone to the PC Laptop. This is done by using the USB cable that came with the iPhone.

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.

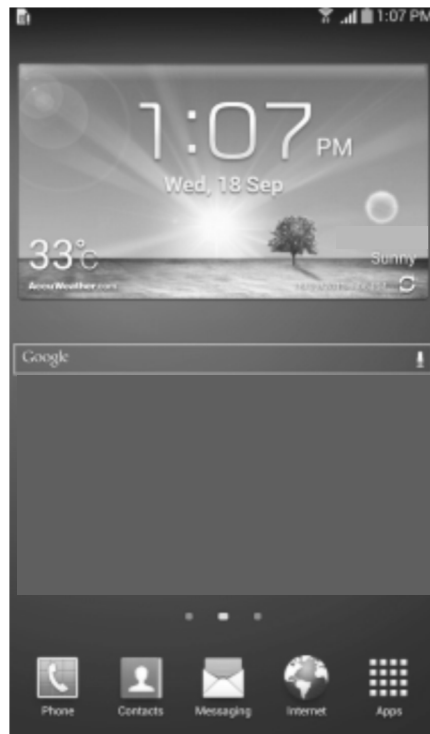


You can also “Tether” with an **“Android” type Smartphone** such as a Samsung. To do this you **first** need to connect the Smartphone to the PC Laptop. This is done using the USB cable that came with the Smartphone.

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”.

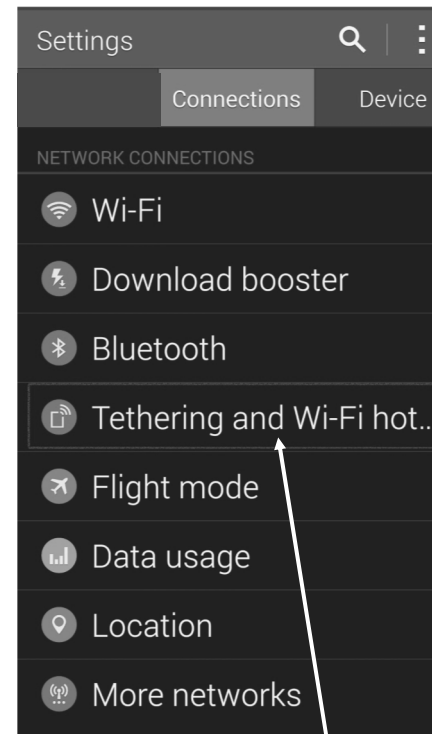
A new screen will appear. You tap the line that says “USB Tethering” with your finger. A ‘checkmark’ will appear. In a second or two under the line that says “USB Tethering” it will say “Tethered”. This means that your PC Laptop is now connected to the Internet using your Smartphone as the connection.



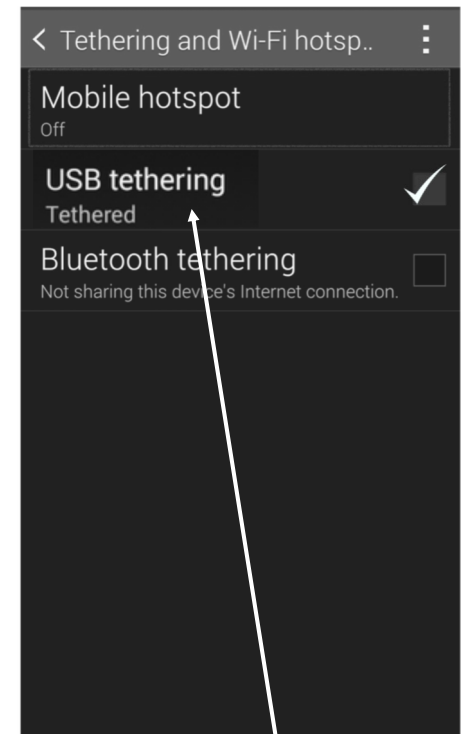
Apps



Settings



Tethering and Wi-Fi



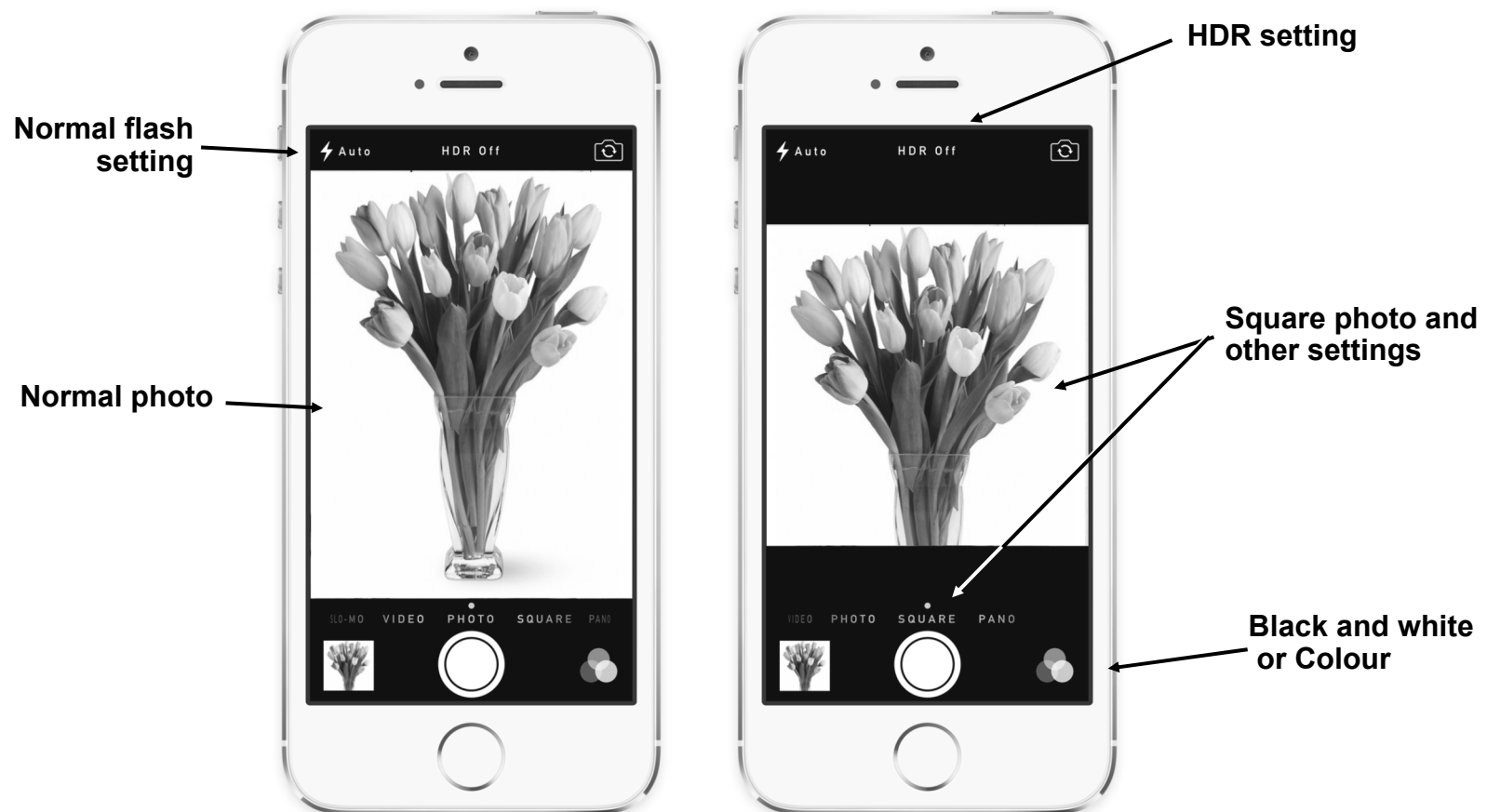
USB Tethering

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”.

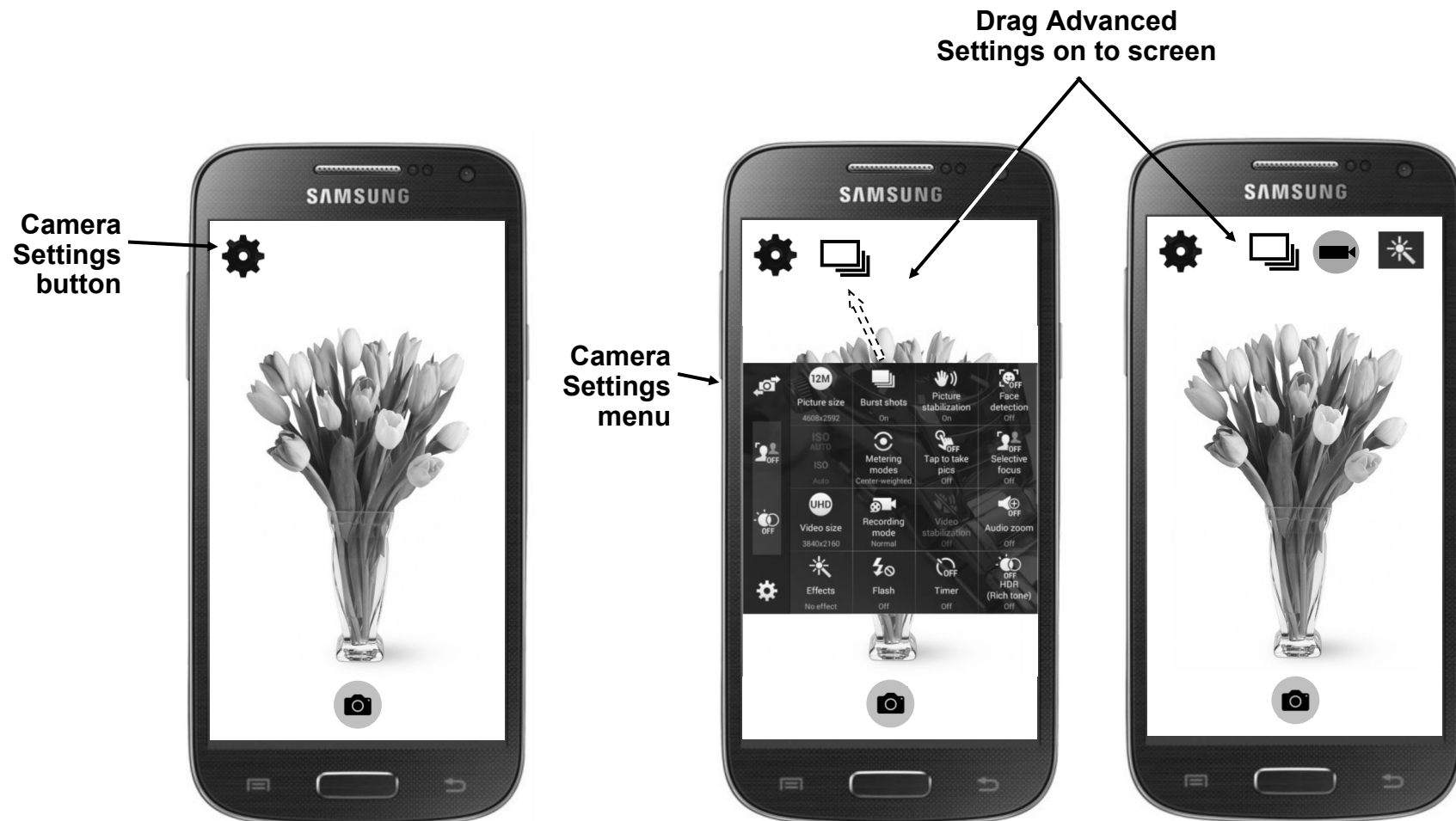
If you were at a music concert, the camera “Flash” would not be useful. So the “HDR Advanced Feature” is used to take pictures where a “Flash” would not work.



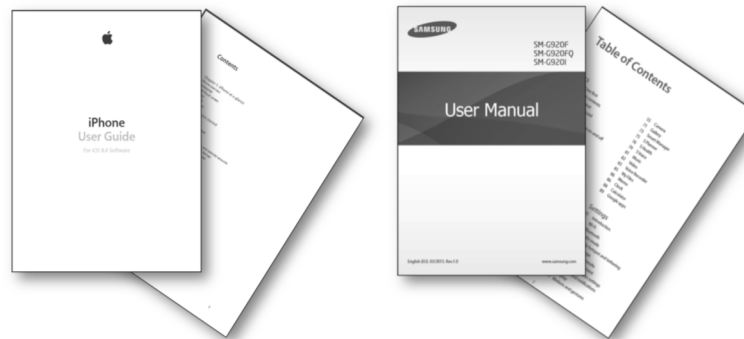
On an **“Android” Smartphone** such as a Samsung, there are many camera “Advanced Features”. When you have turned on the Smartphone camera, you will see a “Settings” icon in the right corner.

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.



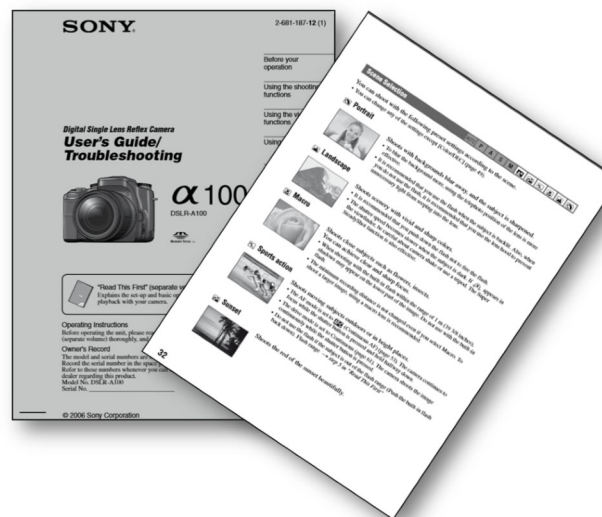
As we have mentioned earlier, to learn more about advanced features of any digital device simply refer to the device's user or owners manuals.



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****SAMPLE ONLY****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 of 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.

SAMPLE ONLY

Section Three

Access and Use Basic Connectivity Devices

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

SAMPLE ONLY

PLEASE NOTE:

THIS IS NOT A COMPLETE DOCUMENT

THIS PAGE IS BLANK INTENTIONALLY

SAMPLE ONLY

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.

SAMPLE ONLY

NOTES

SAMPLE ONLY