Basic Computer Skills
Unit: 1 – 7
Screen Interactions

Warm-up:

◆ Forms and Surveys

Basic Hardware Skills and Objectives

1. Distinguish between different types of devices (tablets, desktop and laptop computers).

2. Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen).

3. Log on to and shut down a computer.

4. Demonstrate knowledge of keys on keyboard

    (Enter / Return, Shift, Control / CTRL, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock, ESC, Windows, Function, ALT, Space Bar).

5. Identify types of mice: mouse and touchpad.

6. Identify mouse pointer shapes and the functions they represent

    [spinning wheel (loading), I-Beam (text), arrow (basic clicking), hand pointer (clickable links)]

7. Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click).

8. Drag and drop.

9. Utilize common controls for screen interaction (selecting check boxes, using drop-down menus, scrolling).

10. Access and control audio output features (volume, mute, speakers and headphones).

11. *Identify icons on desktop.*

12. ***Demonstrate ability to trash and retrieve items using the trash or recycle bin.***

13. Demonstrate understanding that it is possible to customize a computer for increased accessibility

    (customizing a mouse for left-handed use and sensitivity, and changing screen resolution on a monitor).

14. Demonstrate understanding that software programs are upgraded periodically to fix bugs and increase utility,

    and that different versions may be installed on different computers.

15. ***Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage).***

16. **Identify whether or not a computer is connected to the internet.**

17. ***Identify and locate camera and mic on laptops, tablets.***

18. Turn computer and monitor on and off.

Unit 1-7 Screen Interaction: Vocabulary

- **dialog / text boxes**
- **check boxes**
- **selection boxes**
- **drop-down menu**
- **radio buttons**
- **scroll up / down**
- **scroll wheel**
- **touchpad / trackpad / mouse pad**

1) What is your first name?

Short answer text

2) Do you have a computer or smartphone?

○ Yes

○ No

3) What kinds of computers have you used?

☐ Desktop Computer

☐ Laptop

☐ Smartphone

☐ Other...

Unit 1-7 On-Line Form ACTIVITY

- **Prepare to open**

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