Unit 1 – Basic Hardware Vocabulary

NORTHSTAR

[ALT]
Arrow keys [← → ↓ ↑]
Background
[←Backspace]
Bluetooth
Boot / reboot
Browser
[Caps Lock]
Check boxes
Click (Right & Left)
Click and hold
Cloud drive
Control / Command
CPU (Central Processing Unit)
Cursor (hand, I-beam, Pointer)
Customize (Settings)
Desktop computer
Display / Monitor / Screen

Double <right> click
Drag and drop
Drop-down menu (^, >, v)
[END]
[Enter] / return
[ESC]
File
Flash drive (USB)
Folder (Directory)
Full Screen
Function keys
Hand (cursor)
Hard drive (C:)
Hardware
Highlight (Select)
[HOME]
Hover
I-beam (cursor)

Icon
Joy stick
Laptop
Log in / Log out
Menu : Bar, …, ,
Microphone
Monitor / Screen / Display
Mouse
Mute / Unmute
Navigation menu
Peripherals
Pointer (Cursor)
Radio buttons
Recycle bin (WIN)
Trash (Mac)
Right click (Menu)
Screen / Display / Monitor
Scroll Bar [← → ↓ ↑]

Scroll Wheel
Settings (Customize)
[Shift]
Shortcut
Software
[spacebar]
Speaker / Headphones
Spinning wheel
System Unit (CPU)
[TAB] / tab stop
Tablet
Thumb / Jump / USB drive
Trackpad / Mouse Pad
Update
USB port (2.0, 3.0)
Username
Volume
WiFi (internet)

Unit 1 – Standards and Learning 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, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock).
5. Identify types of mice: mouse and touchpad.
6. Identify mouse pointer shapes and the functions they represent

   (spinning wheel (loading), iBeam (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.

Unit 1 – Standards and Learning Objectives

9. Utilize common controls for screen interaction

(selecting check boxes, using drop-down menus, scrolling). (lesson 6)

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

11. Identify icons on desktop. (lesson 6)

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. (may not have hardware)

18. Turn computer and monitor on and off.

Unit 1 – Lesson Outlines

Pre-test: Give learners the Northstar Digital Literacy Assessment: Basic Computer Skills in order to assess the standards on which learners need additional practice.

Lesson 1: Devices and Computer Log On

1. Distinguish between different types of devices.
2. Identify specific computer hardware.
3. Log on to and shut down a computer.
5. Identify types of mice: mouse and touchpad.
7. Demonstrate knowledge and appropriate use of mouse clicks.
18. Turn computer and monitor on and off.

Lesson 2: Mouse Skills

7. Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click).
8. Drag and drop.
11. Identify icons on desktop.

Unit 1 – Lesson Outlines

Lesson 3: Mouse Shapes

6. Identify mouse pointer shapes and the functions they represent
   (spinning wheel (loading), iBeam (text), arrow (basic clicking), hand pointer (clickable links)).
10. Access and control audio output features (volume, mute, speakers and headphones).
16. Identify whether or not a computer is connected to the internet.

Lesson 4: Fixing Typos

4. Demonstrate knowledge of keys on keyboard
   Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock).

Lesson 5: Keyboard Keys

4. Demonstrate knowledge of keys on keyboard
   (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock).

Unit 1 – Lesson Outlines

Lesson 6: Drives and File Movement

12. Demonstrate ability to trash and retrieve items using the trash or recycle bin.
15. Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage).
17. Identify and locate camera and mic on laptops, tablets.

Lesson 7: Screen Interaction

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

Lesson 8: Customizing and Updates

13. Demonstrate understanding that it is possible to customize a computer for increased accessibility (customizing a mouse for left-handed use, 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.

Post-test: Give learners the Northstar Digital Literacy Assessment: Basic Computer Skills in order to assess learning.