



Use Digital Devices

Topics

Digital Devices

- Types of Digital Devices
- Digital Devices at Work
- How Digital Devices Work
- The Benefits of Digital Devices
- Activity - Digital Devices

Preparing a Digital Device

- The Operating Manual
- Getting a Replacement Manual
- The Download Process
- Downloading an Instruction Manual
- Activity - Operating Manual
- Checking the Box
- Activity - Checking the Box
- The Components of a Digital Device
- Starting a Digital Device
- Changing the Settings
- Security
- Saving Power

Using a Digital Device

- The Basic Operations
- Activity - Basic Operations
- The Screen Environment
- Activity - The Screen Environment
- Saving Data
- Editing Data
- Activity - Saving and Editing Data
- More Advanced Features
- Activity - Advanced Functions and Features

Digital Connectivity

- Understanding Connectivity
- Connecting with a Cable
- At the Computer
- Connecting to a Computer
- Activity - Connecting to a Computer
- Accessing the Data
- Connecting to a Printer
- Printing from Microsoft Windows
- Printing from an Apple Mac Computer
- Viewing Multimedia Files



Shutting Down a Digital Device

- Correctly Saving Work
- Closing Programs
- Shutting Down a Digital Device
- Activity - Shutting Down