Basic Computer Skills
Unit: 1 – 8
Customization
and
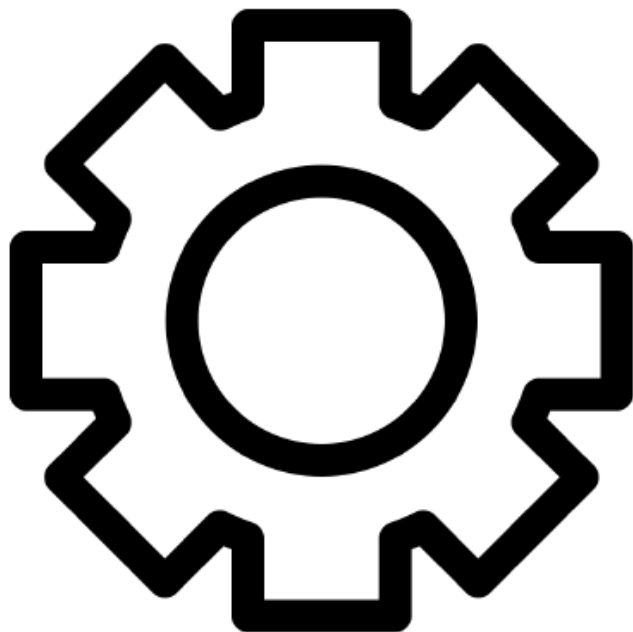# Settings

Warm-up:

Apple

◆ What is Customization?

Custom Made Clothes

Customized Car

Android

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. *I*dentify 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 1-8 Customization Vocabulary

- **Background** : the main area of a screen behind icons and open programs, also known as the desktop

- **Customize:** to change something to make it personal for an individual

- **Settings (Windows)** (Application): programs used on a computer or device an where you can **customize** the device to be specific for your use

- **Software (APP)** to get a newer version

- **Update: A newer version of a program (Fix 'bugs')**

- **Restore Factory Settings**

- **Version or Release:**

- **Default: The original settings or settings you set (Preferences)**

SETTINGS   Find a setting

System
Display, notifications, apps, power

Devices
Bluetooth, printers, mouse

Network & Internet
Wi-Fi, airplane mode, VPN

Personalization
Background, lock screen, colors

Accounts
Your account, sync settings, work, other users

Time & language
Speech, region, date

Ease of Access
Narrator, magnifier, high contrast

Privacy
Location, camera

Update & security
Windows Update, recovery, backup

1. What icon do you think helps **change the language?**
→ I think _____**Time & Language**_____ helps change the language.

Time & language
Speech, region, date

2. What icon do you think helps **select a different WiFi network?**
→ I think _____**Network & Internet**_____ helps select a WiFi network.

Network & Internet
Wi-Fi, airplane mode, VPN

3. What icon do you think helps **change the display of your computer screen?**
→ I think _____**System**_____ helps change the display.

System
Display, notifications, apps, power

4. What icon do you think helps **change the computer's background to a different color or picture?**
→ I think _____**Personalization**_____ helps change the background.

Personalization
Background, lock screen, colors

5. What icon do you think helps **make the computer easier to use by making mouse pointer bigger?**
→ I think _____**Ease of Access**_____ helps make the computer easier to use.

Ease of Access
Narrator, magnifier, high contrast

Windows Settings

Find a setting

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Directions: Answer the following questions with a partner, and then share as a class.

1. "What is a software update?"

2. "What are some reasons to do software updates?"

3. "What do you think might happen if we don't update our software?"

4. "Where can we go to find software updates on our device?"