**Multi–State
Advanced Manufacturing
Consortium**
US DOL SPONSORED TAACCCT GRANT: TC23767
PRIMARY DEVELOPER: Reggie Fluker – Henry Ford College

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Digital Literacy I: Fundamentals
Unit 4 Peripheral Devices
LAB 1 Identifying and Using Peripherals

Objectives

- Demonstrate the proper typing technique using home keys

- Type 30 words per minute with a minimum 75% accuracy

- Use a mouse proficiently demonstrating proper hand positioning

- Identify and categorize peripherals as input or output devices

- Compare or contrast CRT monitors and flat-panel displays

- Connect and display contents on an external monitor

- Identify classes of printers and describe how each type works

- Demonstrate the steps to add a printer onto your PC

Equipment Required

- Notebook computer

- USB mouse

- External monitor (provided by HFC)

- VGA cable (provided by HFC)

- USB keyboard (provided by HFC)

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Introduction

In this lab, show that you are able to type at least 30 wpm, with 75% accuracy, using the proper typing technique, and perform basic mouse functions such as clicking, double-clicking, and drag & drop. These measurements are minimum-standards or employment-requirements for most occupations that involve use of a computer.

You will also demonstrate your knowledge of various peripheral devices, connecting an external monitor, and setting up a print device on your PC. All of these skills are common tasks that you may be expected to perform in the workplace.

In order to perform the lab Procedure, you should know how to:

- Connect peripheral devices to a computer
- Type on the keyboard with the proper finger positions
- Properly hold, control, and utilize a mouse
- Distinguish types of peripherals, and classes of monitors and printers
- Add a printer onto your notebook computer

Procedure

1. Connect a USB-mouse and –keyboard to your notebook computer
2. Display your computer's screen contents on an external monitor
3. Take the 1:00 typing test at https://www.typing.com/student/test
4. Complete the mouse tutorial at http://www.gcflearnfree.org/mousetutorial
5. Identify five peripherals in the lab and categorize each as input or output devices, or both
6. Identify a CRT monitor and a flat-panel monitor in the lab
7. Identify the types of printers found in the lab
8. Walk through the steps to add the lab printer onto your PC; it is not necessary to verify that it works, but you must show that you know all of the steps

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