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## Digital Literacy I: Fundamentals

### Unit 4 Peripheral Devices

#### STUDY GUIDE

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#### UNIT OUTLINE

Complete this Unit and you will be able to:

- 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

#### LEARNING OBJECTS

Study the learning objects outlined below. **As you read the pages, also watch the videos and perform the tasks that you learn about by following along with the steps on your notebook computer.**

NOTE: The web pages that you read may include links to further references or other websites. You are not required to follow the links and read the additional information unless you need further clarification to understand a topic or learn a particular skill.

#### IDENTIFYING AND USING PERIPHERALS

1. Begin the typing tutorial at <http://www.gcflearnfree.org/typing>. You should spend at least one hour per day learning and practicing with the tutorial in addition to completing the remaining lessons that are outlined for this Unit.
2. Read <http://www.gcflearnfree.org/windowsbasics/8>
3. Complete the mouse tutorial at <http://www.gcflearnfree.org/mousetutorial>
4. Read the following web pages:
  - a. <http://www.gcflearnfree.org/computerbasics/6.4>
  - b. <http://www.computerhope.com/issues/ch001355.htm>
  - c. <http://www.byte-notes.com/types-monitors>
  - d. <http://www.techadvisory.org/2014/09/types-of-computer-monitors/>





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- e. <http://www.byte-notes.com/types-printers>
  - f. <http://www.computerhope.com/issues/ch000801.htm>. Skip the section “Laptop connected to docking station” through the end of the page.
  - g. <http://windows.microsoft.com/en-us/windows-10/getstarted-connect-to-a-printer>
  - h. <http://www.gcflearnfree.org/basic-computer-skills/how-to-set-up-a-new-printer>
  - i. <http://www.gcflearnfree.org/basic-computer-skills/how-to-power-cycle-a-device>
5. Complete Lab 1

#### UNIT EXAM

1. In preparation for the Exam, critically-think each topic in the Unit Outline:
  - a. Are you confident in your knowledge about each item?
  - b. Challenge yourself to summarize key points, concepts, or skills about each topic
  - c. Could you perform all lab procedures without using references?
2. Review the list of Additional Resources; study topics as needed
3. Take the Unit Exam (Closed Book)

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#### ADDITIONAL RESOURCES

The following learning objects are optional, but may give further clarification on a topic if needed

- Installing Peripherals  
<http://www.gcflearnfree.org/computerbasics/11.3>





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