

Basic Computer Hardware Skills and Knowledge

- _____ I can identify the visible (outside) components of a computer.
- _____ I can turn on and off a computer system correctly.
- _____ I can insert, format and eject a flash memory drive.
- _____ I can manipulate a mouse, including selecting, double clicking, and dragging items.
- _____ I can change the settings in the computer in the control panel such as date, time, font size, sound, monitor setting and other hardware settings.
- _____ I know how the computer works in the primary four functions of input (keyboard, mouse and a CD-ROM reader), processing (CPU), storage (Zip cartridge, floppy disk, hard drive, superdisks, CD-ROM, etc.), and output (monitor, hard copy and soft copy).
- _____ I know basic computer terms such as : bit, byte, kilobyte, megabyte, gigabyte, terabyte, RAM, ROM and digital.
- _____ I can determine the size of a file or folder.
- _____ I can save files to different storage devices (e.g., flash memory drive, cloud).
- _____ I can access network resources such as servers and printers.
- _____ I can open, close, resize and move windows.