

## **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.