

Northstar Standard	Video Tutorial	Activity Sheets	Class
1. Distinguish between different types of devices (tablets, desktop and laptop computers)	What is a Computer	What Is A Computer	Computer Basics
2. Identify specific computer hardware (system unit, monitor, printer, keyboard, mouse or touchpad, ports, touchscreen)	What is a Computer	What Is A Computer	Computer Basics
3. Log on to and shut down a computer	What is a Computer	What Is A Computer	Computer Basics
4. Demonstrate knowledge of keys on keyboard (Enter, Shift, Control, Backspace, Delete, Arrow Keys, Tab, Caps Lock, Number Lock)	The Keyboard	The Keyboard	Mouse & Keyboard Basics
5. Identify types of mice: mouse and touchpad	The Mouse What is a Computer	The Mouse What Is A Computer	Computer Basics Mouse & Keyboard Basics
6. Identify mouse pointer shapes and the functions they represent (spinning wheel (loading), iBeam (text), arrow (basic clicking), hand pointer (clickable links))	The Mouse	The Mouse	Mouse & Keyboard Basics
7. Demonstrate knowledge and appropriate use of mouse clicks (right-click, left-click, and double click)	The Mouse	The Mouse	Mouse & Keyboard Basics
8. Drag and drop	The Mouse	The Mouse	Mouse & Keyboard Basics
9. Utilize common controls for screen interaction (selecting check boxes, using drop-down menus, scrolling)	Working with Windows	What is Windows 10	Windows 10: Basic
10. Access and control audio output features (volume, mute, speakers and headphones)	What is a Computer	What Is A Computer	Computer Basics
11. Identify icons on desktop	Ports Using a PC (Windows 10)	Ports Working with Windows Working from the Desktop	Windows 10: Basic
12. Demonstrate ability to trash and retrieve items using the trash or recycle bin	Deleting Files	Deleting Files	File Management Basics
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)	Using a PC (Windows 10)	What Is A Computer	Computer Basics
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		What Is A Computer	Computer Maintenance Basics
15. Identify mechanisms for storing files (flash drives, hard drives, cloud-based storage)	Ports What is Cloud Storage Using a PC (Windows 10)	What Is A Computer Files and Folders Saving and Closing Files	File Management Basics Internet Basics Google Drive
16. Identify whether or not a computer is connected to the internet	Internet Connections	What Is A Computer	Internet Basics
17. Identify and locate camera and mic on laptops, tablets	What is a Computer	What Is A Computer	Computer Basics
18. Turn computer and monitor on and off	What is a Computer	What Is A Computer	Computer Basics