



Digital Literacy

Orientation Exercise

1. Power-on and login to your PC
2. Use the keyboard to adjust screen brightness
3. Use the keyboard to adjust speaker volume
4. Connect to the Internet
5. Pin an app to the Start menu
6. Move and resize tiles on the Start menu
7. Create a tile group on the Start menu
8. Resize the Start menu
9. Access All Apps and find Windows Defender
10. Pin Windows Defender to the Taskbar
11. Open four applications then perform the following steps:
 - a. Switch between application windows
 - b. Arrange app windows side-by-side
 - c. Group apps into two virtual desktops (two apps per desktop)
12. Change your user name
13. Change your password
14. Create a password reset disk
15. Log out then login using a password reset disk
16. View a notification in the Action Center
17. Clear the notification
18. Add the following Quick Actions to the Action Center
 - a. Battery Saver
 - b. Brightness
 - c. Wi-Fi
19. Use the search box to find instructions for personalizing the Desktop background
20. Use Cortana to:
 - a. Set an alarm
 - b. Solve $\frac{1}{2}$ cup = ____ tbsp.
 - c. Check the weather
21. Demonstrate how to sleep, hibernate, and shut down the PC





Digital Literacy

Orientation Exercise

SAFETY DISCLAIMER:

M-SAMC educational resources are in no way meant to be a substitute for occupational safety and health standards. No guarantee is made to resource thoroughness, statutory or regulatory compliance, and related media may depict situations that are not in compliance with OSHA and other safety requirements. It is the responsibility of educators/employers and their students/employees, or anybody using our resources, to comply fully with all pertinent OSHA, and any other, rules and regulations in any jurisdiction in which they learn/work. M-SAMC will not be liable for any damages or other claims and demands arising out of the use of these educational resources. By using these resources, the user releases the Multi-State Advanced Manufacturing Consortium and participating educational institutions and their respective Boards, individual trustees, employees, contractors, and sub-contractors from any liability for injuries resulting from the use of the educational resources.

DOL DISCLAIMER:

This product was funded by a grant awarded by the U.S. Department of Labor's Employment and Training Administration. The product was created by the grantee and does not necessarily reflect the official position of the U.S. Department of Labor. The Department of Labor makes no guarantees, warranties, or assurances of any kind, express or implied, with respect to such information, including any information on linked sites and including, but not limited to, accuracy of the information or its completeness, timeliness, usefulness, adequacy, continued availability, or ownership.

RELEVANCY REMINDER:

M-SAMC resources reflect a shared understanding of grant partners at the time of development. In keeping with our industry and college partner requirements, our products are continuously improved. Updated versions of our work can be found here: <http://www.msamc.org/resources.html>.

