



Digital Literacy I: Fundamentals

Unit 2 Computer Basics

STUDY GUIDE

UNIT OUTLINE

Complete this Unit and you will be able to:

- Describe significant milestones, timelines, and inventions in the computer industry
- Distinguish classes and types of computers, and explain their purpose
- Summarize the fundamentals of how a computer works
- Compare or contrast desktop and mobile operating systems, and application software
- Explain the “Cloud”, advantages, and disadvantages of cloud-services
- Download files from the Internet
- Identify standard devices for a desktop computer-system
- Give examples and describe various computer peripherals
- Itemize and describe the services, hardware, software, and setup for connecting to the Internet
- Define basic wireless-security terms
- Perform basic troubleshooting and solve common PC problems
- Resolve PC malfunctions with system restore points
- Reset your PC and re-install Windows
- Start and repair your PC from an external drive

LEARNING OBJECTS

Study the chapters outlined below at gcflearnfree.org/computerbasics and gcflearnfree.org/basic-computer-skills. Some chapters consist of multiple web pages; click the pagination buttons at the bottom of each page to read through the entire chapter. Read all pages unless noted otherwise, and complete the Challenge questions (last page) pertaining to the topics that you studied.

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.





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PC FUNDAMENTALS

<http://www.gcflearnfree.org/computerbasics>

1. Chapter 1: What is a Computer?
2. Chapter 2: Understanding Operating Systems
3. Chapter 4: Understanding the Cloud
4. Chapter 5: Basic Parts of a Computer
5. Chapter 6: Buttons and Ports on a Computer
6. Chapter 8: Laptop Computers
7. Chapter 9: Mobile Devices
8. Chapter 10: Setting Up a Computer
9. Chapter 12: Getting to Know the O/S (pages 1, 2)
10. Chapter 13: Connecting to the Internet
11. Chapter 15: Basic Troubleshooting Techniques
12. Learning a New Program:
13. Getting Started with Your First Computer: <http://www.gcflearnfree.org/basic-computer-skills>
14. Downloading and Uploading
15. How to Setup a Wi-Fi Network
16. Take Exam 1

COMPUTER HISTORY

1. Watch <https://www.youtube.com/watch?v=VMuQppYtTCo>
2. Watch <https://www.youtube.com/watch?v=VPDy2y4AjSo>
3. Read <http://computer.howstuffworks.com/10-types-of-computers.htm>
4. Watch <https://www.youtube.com/watch?v=ceqBD3TCheg>
5. Take Exam 2





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SYSTEM RECOVERY

1. Read <http://www.tenforums.com/tutorials/4571-system-restore-point-create-windows-10-a.html>
2. Read “Information”, “Note”, and “Option Two” at <http://www.tenforums.com/tutorials/4588-system-restore-windows-10-a.html>
3. Read <http://www.tenforums.com/tutorials/4090-refresh-windows-10-a.html>
4. Read <http://www.tenforums.com/tutorials/4130-reset-windows-10-a.html>
5. Read <http://www.tenforums.com/tutorials/4200-recovery-drive-create-windows-10-a.html>
6. Read “Information” and “Option Two” at <http://www.tenforums.com/tutorials/21756-usb-drive-boot-windows-10-a.html>
7. 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)

ADDITIONAL RESOURCES

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

- Create a System Restore Point:
<http://windows.microsoft.com/en-us/windows-10/create-a-system-restore-point>
- Restore from a System Restore Point, and Reset your PC:
<http://windows.microsoft.com/en-us/windows-10/windows-10-recovery-options>
- Create a Recovery Drive: <http://windows.microsoft.com/en-us/windows-10/create-a-recovery-drive>
- Use a Recovery Drive to Re-install Windows:
<http://windows.microsoft.com/en-us/windows-10/windows-10-recovery-options>





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- How to Create and Use a Recovery Drive or System Repair Disc in Windows 8 or 10:
<http://www.howtogeek.com/131907/how-to-create-and-use-a-recovery-drive-or-system-repair-disc-in-windows-8/>

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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>.

