



SONOMA COUNTY WORK-READY CERTIFICATION DIGITAL LITERACY TUTORIAL

In preparation for the Digital Literacy online assessment test that is part of the Work-Ready Certification program, students should review and know the following information:

Parts of the PC:

Central Processing Unit (CPU) *The part of a computer that interprets and executes instructions.*

Monitor *A component, as a CRT, with a screen for viewing data at a computer terminal.*

Floppy Disk Drive *A device that reads data stored on a magnetic or optical disk and writes data onto the disk for storage.*

Mouse *A palm-sized, button-operated device that can be slid on wheels or ball bearings over a desktop to move the cursor on a CRT to any position*

Keyboard *A set of keys, usually arranged in tiers, for operating a typewriter, typesetting machine, computer terminal, or the like*

Megabytes: *A unit of computer memory or data storage capacity equal to one million bytes*

RAM: *Computer memory available to the user for creating, loading, or running programs and for the temporary storage and manipulation of data*

Hard Drive: *The bulk of the [memory](#) of a [personal computer](#) is magnetically stored on hard disks that constitute the hard drive. Information in the hard drive is durable, in that it remains magnetically stored when the computer is turned off.*

Computer Applications: *A computer program with an interface, enabling people to use the computer as a tool to accomplish a specific task. Word processing, spreadsheet, and communications software are all examples of applications.*

Word Processor: *An application that provides the user with tools needed to write and edit and format text*

Excel Spreadsheet: *Table of data arranged in columns and rows often used in business and financial applications. Spreadsheet [software](#) programs are widely used [computer](#) applications that allow the user to organize large amounts of data.*

Web Browser: *A [software](#) program that facilitates entry to and usage of the [Internet](#).*

Computer-Based Training (CBT): *Training (of humans) done by interaction with a computer. The programs and data used in CBT are known as "courseware."*

PC Port: *A data connection in a computer to which a peripheral device or a transmission line from a remote terminal can be attached. (Students should be able to connect peripherals to the CPU)*

Graphical User Interface: *A user interface based on graphics (icons and pictures and menus) instead of text; uses a mouse as well as a keyboard as an input device.*

Utility Program: *A program that performs a specific task related to the management of computer functions, resources, or files, as password protection, memory management, virus protection, and file compression.*

Operating Systems: *The software that allows [computer](#) users to run applications with the [hardware](#) of a specific system. Microsoft® Windows® or Apple® Computer's OS are examples of operating systems.*

Network: *A system of computers interconnected by telephone wires or other means in order to share information.*

Ethernet: *A type of network technology for local area networks; coaxial cable carries radio frequency signals between computers at a rate of 10 megabits per second.*

Wide Area Network (WAN): *A communications network that uses such devices as telephone lines, satellite dishes, or radio waves to span a larger geographic area than can be covered by a Local Area Network (LAN).*

Ergonomics (keyboard position): *The study of the design and arrangement of equipment so that people will interact with the equipment in healthy, comfortable, and efficient manner. As related to computer equipment, ergonomics is concerned with such factors as the physical design of the keyboard, screens, and related hardware, and the manner in which people interact with these hardware devices.*

Software Piracy: *The unauthorized duplication and/or use of computer [software](#). (It is illegal to: 1. Copy or distribute software or its documentation without the permission or license of the copyright owner. 2. Run purchased software on two or more computers simultaneously unless the license specifically allows it.)*

Password Protection: *A form of secret [authentication](#) data that is used to control access to a resource. Password strength is the likelihood that a password cannot be guessed or discovered by an [unauthorized](#) person or [computer](#). Passwords easily guessed are termed weak or vulnerable; passwords very difficult or impossible to guess are considered strong.*

For successful completion of the Digital Literacy online assessment test, students should also be able to complete the following tasks:

- Maximize/Minimize a document
- Create and name a new folder
- Change the name of an existing file
- Format a floppy disk
- Cut, copy, and paste
- Edit undo
- Change the font of selected text
- Delete a portion of text from a document
- Use Help
- Change the screen saver
- Utilize Print Preview
- Control-Alt-Delete (A computer keyboard command on [PC compatible](#) systems that can be used to reboot the computer, and summon the [task manager](#) or Windows Security in more recent versions of the [Microsoft Windows](#) operating system. It is invoked by pressing the [Delete](#) key while holding the [Control](#) and [Alt](#) keys.)
- Control B (bold)
- Control C (copy)
- Control I (italics)
- Control P (print)
- Control U (underline)
- Control V (paste)
- Control X (cut)
- Function Keys (F1-F12)