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| **Skill** | **Did the student demonstrate skill and knowledge in…** | **Observed** | **Notes** |
| Prepare to use the digital device | * Review instruction manual and ensure identified components are available * Identify the physical components of the digital device * Boot up and follow access procedures to activate the digital device * Alter the digital device settings to best suit intended use * Configure power-management settings where appropriate to minimise power consumption as an environmentally sustainable measure |  |  |
| Set up and use the digital device | * Identify and set the basic operating and menu settings * Navigate and manipulate the screen environment * Customise screen icons and access to applications where applicable * Use the digital device, and save and edit output where applicable * Identify more ***advanced features*** available and use as required |  |  |
| Access and use basic connectivity devices | * Connect to external digital devices, such as ***computer devices*** or ***storage devices***, to retrieve, copy, move and save information * Check physical ***connectivity*** of computer devices or storage devices to ensure operation and performance * Connect to a printer either through a computer device or directly and use ***printer settings*** and print data * Access ***audiovisual devices*** to view and play a multimedia file |  |  |
| Shut down digital device | * Save current work and back up important data * Close open programs on the digital device and any computer device or storage device * Shut down digital devices, according to manufacturer instructions |  |  |